



## Director of Advancement

Old Brooklyn is Cleveland's accessible, family-friendly neighborhood where business and people come to grow. It is home to regional assets such as the Cleveland Metroparks Zoo, hundreds of small businesses, and over 30,000 people. Old Brooklyn Community Development Corporation (OBCDC) is dedicated to the social, economic, and civic advancement of the community.

### Purpose

The Director of Advancement is responsible for advancing Old Brooklyn CDC and its mission with a goal of financial sustainability and innovative approaches to mission execution. The role will develop, implement, and coordinate all fund development and marketing of Old Brooklyn CDC with a focus on increased financial resources, market penetration, and neighborhood awareness. The Director of Advancement reports to the Executive Director and is assisted by staff and contractors of Old Brooklyn CDC to carry out activities.

### Main Duties

- Assist in the development and execution of a comprehensive fund development strategy that includes but is not limited to foundation relations and grant writing, sponsorships, fundraising events, membership, advertising, donor relations, and annual campaigns.
- In conjunction with stakeholders, manage existing communication platforms to tell the story of the neighborhood in order to attract interest and investment including the *Old Brooklyn News*, e-newsletters, OldBrooklyn.com, promotional materials, social media, et cetera.
- Lead the process for development and execution of business innovations for the organization including but not limited to revenue modeling, social enterprise, and impact analysis.
- Manage the execution and analysis of special events to ensure impact and fiscal management
- Build and maintain relationships with stakeholders, supporters, funders, and partners.

### Required qualifications

- Strong commitment to Cleveland neighborhoods
- Excellent written and verbal communication skills
- Experience and passion for storytelling and fund development campaigns
- Ability to cultivate relationships across multiple sectors
- Possess timely project management skills
- Microsoft Office proficiency

### Preferred qualifications

- Spanish speaking
- Proven graphic design and writing skills
- Technical competency and experience with social media channels, Adobe Creative Suite.
- Experience in events management; marketing or public relations tactics and strategy

Interested applicants must provide a cover letter and resume to [careers@oldbrooklyn.com](mailto:careers@oldbrooklyn.com) no later than 5:00pm EDT on Monday, April 29<sup>th</sup>. Salary will be commensurate with experience.