Lake Erie Ink Development Manager

Lake Erie Ink is a nonprofit that provides creative expression opportunities and academic support to youth in the greater Cleveland community.

Lake Erie Ink creative expression programs include in school residencies, after school, evening and weekend workshops and off-site programs held in schools and with other OST youth-serving organizations throughout the Cleveland community.

Summary:

- Position is 20 hours a week, days and times are flexible
- $22 an hour
- Works closely with and reports directly to the Executive Director
- Is part of the organization’s leadership team and has input into strategic planning and goal setting for the organization.

General Description:
The Development Manager is responsible for grants management, donor relations and fundraising. They will work under the direction of the Executive Director and the Development Chair of the Board, to ensure the needs of the organization and our members are met in a timely manner.

Responsibilities include:

- Maintain regular communication and outreach to donors
- Manage donations and development database
- Write and manage grants
- Create, plan, organize, implement and follow up annual fundraising events
- Develop messaging to recruit corporate sponsorship
- Work with marketing staff to create and send regular emails and social marketing posts
- Assist with preparing documents for Board meetings, trainings, and other staff related functions
- Complete yearly program reports, evaluation reports, and success stories for publication.
- Meet regularly with Executive Director, Program Director and Education Director as part of the leadership team
- Act as staff liaison for the Fresh Ink Young Professionals board

Knowledge, skills and experience required:

- Demonstrated ability to multi-task, work independently, and meet deadlines
- Excellent interpersonal, written and verbal communication skills
Knowledge and experience with computers and software applications including, Excel, Word, File maker, Canva, publisher and other presentation programs

- At least two years’ experience working in development or office management or equivalent position with similar responsibilities described above
- Excellent organization skills and attention to detail
- Experience seeking out and cultivating new relationships

Preferred Qualifications:

- Experience in creating presentations
- Creative thinker and problem solver
- Self-motivated and able to work collaboratively with others.
- Experience working with others on team projects
- Flexibility and a sense of humor
- Ability and willingness to adapt to a variety of duties and priorities.
- Interest in and commitment to creating safe and equitable spaces for youth to express themselves

Interested applicants should submit a resume and cover letter via email to Executive Director, Amy Rosenbluth at arosenbluth@lakeerieink.org

Lake Erie Ink is an equal opportunity employer and values diversity and inclusion. Qualified candidates will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation or preference, gender identity, disability status, veteran status, marital status, height, weight or any other characteristic protected by law.

Lake Erie Ink: a writing space for youth, envisions a community where youth discover their voices, share their ideas and inspire each other as valued participants