

Job Description - Development Officer

The Gathering Place is a non-profit community-based cancer center located in Cleveland Ohio that supports, educates, and empowers individuals and families coping with the impact of cancer through programs and services provided *free of charge*.

Position Summary

The Development Officer is responsible for advancing the philanthropic goals of the organization through donor cultivation, solicitation, stewardship, fundraising campaigns, special events, and community engagement. This position plays a key role in securing financial support that enables the organization to provide free programs and services for individuals and families impacted by cancer.

The ideal candidate is a relationship-builder who is passionate about the mission, highly organized, and skilled at engaging donors, volunteers, community partners, and corporate supporters. The Development Officer will work collaboratively with staff, board members, volunteers, and supporters to grow annual giving, sponsorships, and fundraising event participation.

Essential Responsibilities

Donor Cultivation and Stewardship

- Develop and maintain meaningful relationships with individual donors, prospective donors, and community partners.
- Assist in identifying, cultivating, soliciting, and stewarding annual fund, major gift, and planned giving prospects.
- Conduct donor outreach through personal visits, phone calls, emails, and written correspondence.
- Coordinate donor recognition activities and ensure timely acknowledgment of all gifts.
- Support donor stewardship initiatives that strengthen long-term engagement and retention.

Fundraising and Annual Giving

- Assist in planning and executing annual fundraising campaigns, appeals, and special initiatives.
- Manage donor portfolios and fundraising activity tracking.

- Prepare solicitation materials, proposals, impact reports, and donor communications.
- Collaborate with leadership to develop fundraising strategies and revenue goals.
- Monitor fundraising progress and prepare reports on campaign performance.

Special Events and Sponsorships

- Support the planning and implementation of fundraising events, including galas, walks/runs, golf outings, and community fundraisers.
- Solicit and steward event sponsors, auction donors, and in-kind contributors.
- Assist with event logistics, volunteer coordination, and donor engagement activities.
- Ensure sponsors and donors receive appropriate recognition before, during, and after events.

Database Management and Reporting

- Maintain donor records and gift information in the donor database.
- Generate reports, donor lists, and fundraising analyses as needed.
- Ensure data integrity and confidentiality of donor information.
- Track donor activities, campaign performance, and fundraising metrics.

Community Engagement

- Represent the organization at community events, networking opportunities, and fundraising activities.
- Participate in volunteer and donor engagement initiatives.
- Serve as an ambassador for the organization's mission and impact within the community.

Qualifications

Required

- Bachelor's degree in Nonprofit Management, Communications, Business, Marketing, Public Relations, or a related field.
- Minimum of 2–4 years of fundraising, development, sales, relationship management, or nonprofit experience.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office, Raiser's Edge, and online giving systems.
- Ability to manage multiple projects and meet deadlines.

Preferred

- Experience in annual giving, major gifts, sponsorships, or event fundraising.
- Familiarity with healthcare, cancer support services, or nonprofit organizations.
- Experience working with volunteers, board members, and community leaders.

Knowledge, Skills, and Abilities

- Strong relationship-building and networking skills.
- Ability to communicate the organization's mission with passion and authenticity.
- Effective presentation and public speaking skills.
- Strong problem-solving and project management abilities.
- Ability to work independently while contributing positively to a collaborative team environment.
- High level of professionalism, discretion, and integrity.

Physical Requirements

- Ability to travel locally for donor visits, meetings, and events.
- Ability to occasionally work evenings and weekends for fundraising activities.
- Ability to lift and transport event materials up to 25 pounds.

Reports To

Chief Development Officer

Mission Alignment

The ideal candidate is committed to improving the lives of individuals and families affected by cancer and understands the critical role philanthropy plays in sustaining free support services. They are compassionate, collaborative, and dedicated to building meaningful relationships that inspire generosity and advance the organization's mission.