



## Job Posting (Re-Posted 3.9.2010) Director of Development / Fundraising

### POSITION SUMMARY

Organization:	Cincinnati Better Business Bureau Foundation, dba Cincinnati BBB Foundation
Position:	Director of Development / Fundraising
Job Type:	Full Time, Salaried
Years of Experience:	3+ Years of Fundraising Experience
Education Level:	Bachelor's Degree
Resumes Accepted Until:	Friday, April 9, 2010
Anticipated Start Date:	To Be Determined

### ABOUT THE CINCINNATI BBB FOUNDATION

Founded in 2005, the Cincinnati BBB Foundation is a 501(c)(3) charity affiliate of BBB Serving Southern Ohio, Northern Kentucky, and Southeastern Indiana (a 501(c)(6) membership organization). BBB and the Cincinnati BBB Foundation work together to “build trust” in our marketplace.

The main constituents of the Cincinnati BBB Foundation include consumers, donors, students, charities, and small to mid-sized businesses. The five major programs of the Cincinnati BBB Foundation include:

- *Torch Awards for Marketplace Ethics.* The Torch Awards celebrate businesses and charities that exemplify marketplace ethics. Applicants submit themselves to an intense self-assessment of their business practices. Honorees and recipients raise the bar for marketplace ethics.
- *Charity Education Services.* We work with charities to incorporate ethics and help them become stronger organizations. Charities are also provided with a multitude of free services, including 24-hour web information, phone consultations, on-site assistance, and group presentations. The results of the charity's efforts are made available to the public via our website.
- *Students of Integrity Scholarship Program.* Ethical young-adults are awarded \$1,000 scholarships for post-secondary education expenses. Scholarship recipients have demonstrated superior judgment when handling ethical dilemmas and situations.
- *Professional Series.* Participants from, mainly, small to mid-sized companies are connected with experts from a wide range of fields. These workshops help participants gauge their next steps. Topics vary from month to month.
- *The Speakers Bureau.* We actively engage senior groups, civic associations, church groups, and more in discussions regarding ethical issues. Collectively, members of the Speakers Bureau have over 60 years of experience on topics ranging from identity theft and spotting scams to making wise donations, spotting false advertising, and more.



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### DETAILED POSITION REQUIREMENTS

- minimum three (3) years of fundraising experience,
- Bachelor's Degree,
- experience growing a fundraising program from infancy and diversifying funding streams,
- successful record of raising more than \$150,000 a year,
- successful record of cultivating gifts from corporations,
- prospecting experience, and
- excellent inter-personal skills.

The Cincinnati BBB Foundation will give preference to a candidate with successful grant-writing experience and members of the Association of Fundraising Professionals (AFP).

### DIRECTOR OF DEVELOPMENT / FUNDRAISING RESPONSIBILITIES

- build community awareness of the Cincinnati BBB Foundation
- cultivate, secure, and steward gifts from small to mid-sized corporations (1 - 50 employees)
  - of \$500 to \$6,000 in support of our *Charity Education Services*
  - of \$500 to \$5,000 in support of the *Torch Awards for Marketplace Ethics*
  - of \$1,500 in support of the *Students of Integrity Scholarship Program*
  - of \$1,500 in support of the *Professional Series*
- cultivate, secure, and steward gifts from large corporations (more than 50 employees) of \$3,500 to \$15,000 in support of our Leadership Circle initiative
- research, write, and steward private and corporate grant funding of \$1,000 to \$10,000 in support of our *Charity Education Services* and *Ethics in Action* program
- create and implement a giving program for individuals; cultivate, secure, and steward individual contributions of, generally, less than \$1,000
- oversee the accuracy, completeness, and expansion of donor mailing list and maintain accurate records for auditors regarding contributions and gift acknowledgements



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### **HOW TO APPLY**

Candidates should submit a cover letter and resume to:

Erika L. Lehman, Director, BBB Foundation Services

Cincinnati BBB Foundation

[elehman@cincinnati.bbb.org](mailto:elehman@cincinnati.bbb.org)

subject line: Development Director Position

or

7 West Seventh Street, Suite 1600

Cincinnati, OH 45202

Attn: Development Director Position

- Candidates should list their years of fundraising experience, range of gifts solicited within the past year (e.g., \$2,000 - 10,000), and salary requirements in their cover letter. Applications without these requirements will not be considered.
- Candidates without fundraising experience or those with less than three years of fundraising experience need not apply.
- Please, no phone calls.