



**MidTown Cleveland, Inc.**  
**Job Description**  
**Fund Development Associate**

**About MidTown.** MidTown Cleveland, Inc. is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to advance a vibrant neighborhood. MidTown Cleveland envisions a place for connection, belonging, and the joyful celebration of culture, where stakeholders reinvest prosperity in the community, equity and inclusion are fundamental expectations, and innovation helps families realize long-promised dreams. More information on MidTown Cleveland is available at [midtowncleveland.org](http://midtowncleveland.org).

**Position Overview:** MidTown Cleveland, Inc. (MTC) is seeking a passionate and dedicated individual to join our team as a Fund Development Associate. This position will work collaboratively across the organization to develop and implement a comprehensive fundraising plan that aligns with our strategic goals and priorities, generating funding sources for both the organization's operations and programs through grants, sponsorships, and an annual giving campaign. The Fund Development Associate will play an integral part of the MTC team as the organization seeks to increase capacity and impact, engage stakeholders, and deepen partnerships to advance MidTown.

**Vision for Ideal Candidate:** Our ideal candidate is a passionate team player who thrives in an environment where both resourceful creativity and proficient project management skills are essential. We seek a candidate who is self-starting, innovative, and eager to learn. The ideal candidate will demonstrate a deep commitment to Cleveland neighborhoods and a passion for building meaningful relationships within the community.

**Primary Responsibilities**

- Manage, update, and maintain MTC's donor management database
- Support Executive Director in cultivating and maintaining relationships with donors, sponsors, and potential donors
- Communicate with donors regarding their support of our work including coordination of invoicing, acknowledgement letters, recognition, and ongoing engagement
- Manage grants calendar, proposal writing, and grant requirement compliance
- Prepare supporting materials such as event invitations, campaign messaging, solicitations, mailers, and recognition materials
- Manage and maintain calendars, contact lists, and donor lists
- Manage development of materials and communications related to fundraising, including print and digital marketing, letters, thank you cards, and presentations
- Support coordination of fundraising events, including annual meeting and an annual fundraiser

- Prepare and coordinate event sponsorship solicitations
- Assist in tracking revenue goals to support budget process and advancement of organizational priorities
- Communicate with accounting team on receivables, grants compliance, and donor requirements
- Attend events and visit local businesses, residents, and institutions in the neighborhood
- Manage consultants and collaborate with partners as necessary
- Provide administrative support to the Executive Director as requested
- Other duties as assigned

**PRIMARILY INTERFACES WITH:** MidTown Cleveland, Inc. staff and donors including philanthropic partners, MidTown Cleveland members, sponsors, and neighborhood businesses and institutions. The Fund Development Associate will report to the Executive Director.

## **QUALIFICATIONS**

### **Education and Experience**

- 3-5 years of experience in fundraising, grant writing, and annual giving
- Experience with development and execution of a fundraising strategy
- Bachelor's degree in nonprofit management, fundraising, or related field preferred, not required
- Experience and comfort working with and relating to diverse populations
- Knowledge of MS Office, CRM software, MailChimp, and project management tools preferred

### **Personal Characteristics**

- Excellent written, oral, and interpersonal communication skills
- Comfortable working independently and collaboratively
- High emotional intelligence and strong listening skills
- Strong time management, organization, and ability to execute projects from start to finish
- Ability to maintain privacy and confidentiality
- Enthusiasm for MTC's work and the neighborhoods we serve
- Availability and willingness to work flexible schedule, including some evenings and weekends

**COMPENSATION AND BENEFITS:** The annual salary for this position starts at \$60,000 and is commensurate with experience. MidTown Cleveland offers competitive compensation and benefits. Professional development opportunities and remote work are also available to employees. MidTown is an equal opportunity employer.

To apply, please email resume, cover letter, a writing sample, and salary requirements with the candidate's last name and the job title in the subject line to [careers@midtowncleveland.org](mailto:careers@midtowncleveland.org). Interviews will begin immediately, and the position will remain open until filled.