



MARY MAGDALEN HOUSE

Director of Development & Communications

About the organization:

Mary Magdalen House restores dignity and hope to those experiencing homelessness by providing showers, clean clothing, and connection to community resources. Since 1988, Mary Magdalen House has been providing a safe and welcoming environment where people in need can come to feel clean, clothed, comforted, and refreshed.

- **Vision** Mary Magdalen House envisions a Greater Cincinnati where all people experiencing homelessness are afforded the dignity that comes from access to personal care, clean clothing, and good hygiene.
- **Values** At Mary Magdalen House we uphold the following core values:
Dignity: We respect the inherent value and worth of each person
Excellence: We serve with the fullest passion, and aim to do our best in every situation
Equity: We acknowledge and value each individual and advocate for their wellbeing
Respect: We value, listen to, and learn from each other

About this position:

Mary Magdalen House seeks an experienced fundraiser to create and lead the organization in its future growth and expansion. This is a newly designed position for a growing nonprofit! This position will work closely with the leadership team and board of directors to develop a fundraising strategy and set goals that align with its mission and ambitious new vision for expansion.

The ideal candidate will have the following skills and qualifications:

- Excellent written and verbal communication skills
- Able to work collaboratively and effectively with diverse groups of people
- Experience with fundraising software and managing a donor database
- A deep commitment to the organization's mission and purpose
- Passionate about making a positive impact

Benefits:

- Full-time in person exempt position (36-40 hours per week)
- Medical, dental, and vision insurance available
- Employee Assistance Program available
- PTO, Parental Leave, & 11 holidays annually
- Salary \$65,000-\$70,000/yr commensurate with experience

Expectations & Responsibilities:

- Develop and implement a fundraising plan
- Maintain donor records, manage donor acknowledgements and communications
- Identify and cultivate prospective donors
- Write creative content for annual reports, marketing materials, cases for support, our website, social media, and fundraising appeals
- Collaborate with MMH staff to create and publish newsletter content
- Monitor and analyze fundraising data to meet fundraising goals

- Design and implement an annual appeal
- Able to occasionally lift and/or move up to 25 pounds

Knowledge, Abilities, and Skills:

- 3-5 years of experience in nonprofit fundraising
- Member of AFP. CFRE preferred but not required
- Demonstrated ability to work collaboratively with colleagues, board members, and volunteers to achieve fundraising goals.
- Outstanding communication and interpersonal skills
- Proficiency in Google Workspace and/or Office Suite as well as donor CRM software
- Reliability, trustworthiness, and discretion with sensitive information
- Experience in working with vulnerable populations; specifically with persons experiencing homelessness
- Punctuality, reliability, and trustworthiness in the workplace
- Excellent time management skills and the ability to prioritize work and meet deadlines
- Keen analytic, organization, and problem-solving skills
- Self-motivated, able to work both independently and collaboratively
- Valid driver's license, proof of insurance, transportation and ability to drive required

To Apply for this position, send your resume and cover letter to:

Jenny Perez at jenny.perez@marymagdalenhouse.org