

Position: Director, Advancement	
Reports to: Chief Operating and Policy Officer	
Classification: Full-time/Exempt	
Location: Columbus, Ohio	
<i>Background</i>	Groundwork Ohio is the leading early childhood policy, research, and advocacy organization in the state of Ohio. Our mission is to champion early learning and healthy development strategies from the prenatal period to age five, that lay a strong foundation for Ohio kids, families, and communities.
<i>Position overview</i>	<p>The Director of Advancement will implement and lead a strategic, integrated marketing communications and fund development program that will result in productive, generous, and loyal donor and constituency relationships.</p> <p>The Director will work under the supervision of the Chief Operating and Policy Officer (COO) and in close collaboration with the senior leadership team (President & CEO, Chief Strategy and Transformation Officer (CTO), COO), to advance the organization’s mission and policy priorities.</p> <p>This position description details the roles, responsibilities, and qualifications for the Director of Advancement.</p>
<i>Leadership</i>	<ul style="list-style-type: none"> • In collaboration with the Leadership team: <ul style="list-style-type: none"> ○ Develop, oversee, and implement a strategic plan for advancement ○ Develop a budget and business plan for program implementation over time, growing the capacity of the department as necessitated by organizational goals ○ Oversee program implementation, evolution and, in partnership with leadership, create new opportunities ○ Stay laser-focused on overall priorities, deploying or re-deploying resources to their best and most-impactful uses for the organization ○ Give input on strategic decisions and collaborate on other issues as needed and • Be a thought partner on strategy, management, vision, and program development • Collaborate with the operations team, CTO, and the Directors of Groundwork Ohio’s three Centers of Excellence Center (Center for Maternal and Young Child Health, Center for Early Learning, and Center for Family Voice) to further Groundwork Ohio’s mission and the Center visions • Provide updates to the Board and other key stakeholders on advancement and fund development work, milestones, and planned activities

	<ul style="list-style-type: none"> • Operate as a leader and steward of the organization including, as needed, serving as an effective speaker for Groundwork Ohio at both Groundwork-led and select external events • Work with the senior leadership team to support Groundwork Ohio’s relationship with Ohio Kids First, a 501(c4)
<i>Marketing, communications, and constituent engagement</i>	<ul style="list-style-type: none"> • Oversee a marketing and communications plans to build relationships and awareness in service to the program objectives • Manage a multi-channel communications program to build relationships and awareness in service to the program objectives • Create and oversee processes and procedures to ensure a quality and consistent experience for constituents and to guard the accuracy and integrity of the program • Strategically establish networks and cultivate relationships with current and key prospective donors and funders that result in loyal and growing generosity • Represent the organization publicly and with donors
<i>Data and evaluation</i>	<ul style="list-style-type: none"> • Oversee the reporting and monitoring of the organization’s advancement activities to ensure alignment with and progress towards achieving the organization’s vision and set objectives • Create and oversee the development of dashboards and reports for evaluating and evolving the program, as necessary • Set qualitative and quantitative goals for fund development over a specified time horizon • Leverage data, including collecting data to help support the program and track progress
<i>Staff management</i>	<ul style="list-style-type: none"> • Supervise, coach, and collaborate with the Leadership team to support staff advancement activities to ensure individual and team success • Recruit, train, and mentor staff, as dictated by the organization’s needs • Oversee communications staff productivity, including conducting regular staff evaluations • Build a highly inclusive culture ensuring communications staff thrive and organizational goals and outcomes are achieved
<i>Qualifications</i>	<ul style="list-style-type: none"> • A minimum of five years of fund development and advancement experience, with a proven track record of success, building and managing a productive Development and/or Advancement team • Proficiency in CRM administration, including prospect and constituent management, data quality, developing reports as well as a good understanding of nonprofit fundraising processes, donor cultivation, nonprofit marketing, and related financial requirements • Experience reflecting a competency for marketing and communications concepts and their practical application as both a social change strategy and platform for relationship management • Appreciation for using data and insights to guide decision making, especially leveraging performance metrics to continuously improve

	<ul style="list-style-type: none"> • Experience managing staff, with a preference for past experience managing fundraising teams • Strong business acumen, with strong familiarity with financial documents and accounting • A bachelor’s degree or equivalent in a related discipline (i.e., Public Affairs, Communications, Non-Profit Administration, Business)
<i>General skills and attributes</i>	<p>This position requires:</p> <ul style="list-style-type: none"> • Passion for the vision and mission of Groundwork Ohio and the ability to communicate this passion to others • Expertise in and demonstrated commitment to operationalizing diversity, equity and inclusion and cultural and linguistic competency principles and practices • Demonstrated ability to research, write and compile data for planning, evaluation, and reporting purposes • Excellent communication and presentation skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies • Strong relationship-building and facilitation skills with the ability to find common ground, build consensus, and strengthen collaboration among diverse stakeholders • Strong multi-tasking ability and work ethic • Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner • Outstanding attention to detail and organizational skills • Appreciation for using data and insights to guide decision making, especially leveraging performance metrics to continuously improve • Proficiency in office software, including, but not limited to, MS office, Access, Excel, Outlook, Survey Monkey, and virtual meeting and shared drive platforms • Ability to successfully navigate in a fast-paced, outcome-driven, and entrepreneurial environment
<i>Other requirements</i>	<ul style="list-style-type: none"> • Must have the ability to work both in a traditional office environment and/or from home • May occasionally require the need to travel to facilitate and build relationships with key stakeholders • Requires routine use of standard office equipment such as computers, monitors, phones, printers, and copiers • Requires the ability to be stationary and sedentary for extended periods of time • May occasionally require standing, bending and light lifting (less than 15 pounds)

<i>Competitive benefits</i>	<ul style="list-style-type: none">• Collaborate with a team of dedicated, passionate professionals who genuinely care about the organization’s mission, vision, and values• Competitive salary with professional development opportunities• Medical, dental, vision insurance to eligible individuals• Retirement Plan and 401k for eligible employees• Generous vacation and sick leave policies• Salary is commensurate with experience; range is \$75,000 - \$110,000
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