

Position: Manager, 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 Manager of Advancement plays the critical role of translating and leveraging data for the realization of productive relationship management of Groundwork Ohio’s audiences with a specific focus on the donor audience. With primary responsibility for the annual fund, the Manager of Advancement is the person most intimately familiar with Groundwork Ohio’s constituencies.</p> <p>The Manager 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 Manager of Advancement.</p>
<i>Constituent system management</i>	<ul style="list-style-type: none"> • Manage and be responsible for the application of the constituent relationship manager (CRM) system and associated applications and systems in service to audience engagement • Under the direction of the COO, create, maintain, and/or oversee systems and processes to ensure implementation of effective and strategic advancement and communication activities, including the creation, implementation and tracking of progress on work plans and timelines • Collaborate with policy, operations, and Center staff to identify and tag constituents for communication and engagement purposes
<i>Constituent communications</i>	<ul style="list-style-type: none"> • Activate communications plans to build relationships and awareness in service to the program objectives • Apply communications and outreach content to key communications channels and platforms • Develop processes and procedures to ensure a quality and consistent experience for constituents and to guard the accuracy and integrity of the program • Create tools for and engage in consistent and targeted communication with Groundwork Ohio’s stakeholders, strategic partners, and other constituencies

<p><i>Fund development and stewardship</i></p>	<ul style="list-style-type: none"> • Oversee the annual fund implementation, evolution and, in partnership with leadership, create new fund development opportunities • Develop prospect research and prepare Groundwork Ohio executives for productive major donor cultivation and solicitation • Continuously seek new opportunities for expansion and strengthening of advancement campaigns to advance the mission of Groundwork Ohio • Work with the COO to reconcile contributed income, on a regular basis • Provide updates to the Board and other key stakeholders on advancement work, milestones, and planned activities • 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)
<p><i>Data and evaluation</i></p>	<ul style="list-style-type: none"> • Report on and monitor the organization's advancement activities to ensure alignment with and progress towards achieving the organization's vision and set objectives • Support the development of dashboards and reports for evaluating and evolving the program, as necessary • Leverage data, including collecting data to help support the program and track progress
<p><i>Qualifications</i></p>	<ul style="list-style-type: none"> • A minimum of three years of database management skills with CRM's, including administrative configuration, reporting, dashboards, and data quality skills • 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 • Ability to process gifts, ensuring both accurate record keeping and proactive donor communications • Understands general web concepts (HTML, Javascript and authentication) in order to liaise/integrate marketing channels and platforms • Understands social media's role as channel and has familiarity with social analytics and community engagement • A bachelor's degree or equivalent in a related discipline (i.e., Business, Communications, Non-Profit Administration, Computer Information Systems)
<p><i>General skills and attributes</i></p>	<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

	<ul style="list-style-type: none"> • 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 \$45,000 - \$75,000