



Internal/External Posting:

Grants and Donor Relations Specialist

Classification:

Full Time, Salaried, Exempt
Salary Grade 24
Anticipated starting salary range \$48,707 - \$60,884

Benefits:

Ohio Public Employees Retirement System, Management Employees Benefit Package

Profile:

Under the direction of the Chief of Philanthropy, manage grant and corporate partner fund development opportunities. Cultivate and steward organizational funding relationships and establish contacts with foundation, corporate and community-group supporters. Plan and implement philanthropy program communications for donor engagement. Assist with event planning and implementation, website management, gift processing, special projects and other duties as assigned.

Qualifications:

Bachelor's degree (preferred) and 5 years of experience or a combination of education and experience in a related discipline with a focus on philanthropy, communications, grant writing and/or social media. Desired experience in parks and recreation, non-profits, formal writing, sales and social media promotion. Exemplary writing, editing and communication skills, in a variety of modes to and for varied people groups. Goal setting, decision-making, problem solving, time management and analytical skills, along with demonstrated emotional intelligence, empathy, reliability and trustworthiness necessary. Must be flexible, creative and able to perform under pressure. Ability to operate general office equipment, software programs including Microsoft products, CRM and databases required.

Credentials/Licenses/Certifications:

State of Ohio Driver's License with driving record in compliance with Park District policy. Valid CPR/AED and first aid certification or ability to obtain within one year.

Conditions of Continued Employment:

Must successfully complete a one-year probationary period.

Contact:

Please submit letter of interest and resume in PDF or Word format to employment@summitmetroparks.org

Posting Date:

January 10, 2023

Closing Date:

Open until filled or withdrawn.