



Lake Erie Ink Development Manager

We are looking for a detail oriented, team player, committed to building creative community for youth.

Lake Erie Ink is a nonprofit that provides creative expression opportunities and academic support to youth in the greater Cleveland community.

Lake Erie Ink creative expression programs include school residencies, after school, evening and weekend programs and off-site workshops held in schools and with other OST youth-serving organizations throughout the Greater Cleveland community.

Summary:

- Position is 34 hours a week
- \$26 an hour
- Health benefits
- Paid time off
- Flexible schedule
- Works closely with and reports directly to the Executive Director
- Part of the organization's leadership team with input into strategic planning and goal setting for the organization.

General Description:

The Development Manager is responsible for securing and reporting on grant funding, managing donor relations and database and implementing Lake Erie Ink fundraising efforts, including the annual appeal and spring event. They will work under the direction of the Executive Director and the Development Chair of the Board, to ensure the needs of the organization and our members are met in a timely manner.

Responsibilities include:

- Maintain regular communication and outreach to donors
- Log and acknowledge donations in a timely manner in our database system
- Manage development database, keeping track of grants, current and potential, for application and reporting deadlines
- Work with Marketing Manager to create and send out communication to donors via emails and social marketing
- Write grants and grant reports
- Communicate with staff about grant and evaluation requirements
- Work with Development committee of the board to plan, organize, and implement annual fundraising events, including the Fall appeal and spring event.
- Work with the board on recruiting corporate sponsorship
- Prepare documents for Board meetings
- Complete yearly program and annual reports

- Meet regularly with Executive Director, Marketing Director and Program Director as part of the leadership team
- Act as staff liaison for the Fresh Ink Young Professionals board

Knowledge, skills and experience required:

- Demonstrated ability to multi-task, work independently, and meet deadlines
- Knowledge and experience with computers and software applications including, Excel, Word, File maker, Canva, publisher and other presentation programs
- At least two years' experience working in development or equivalent position with similar responsibilities described above
- Experience working with family and philanthropic foundations and Government agencies
- Detail oriented
- Excellent interpersonal, written and verbal communication skills
- Strong administrative and organizational skills

Preferred Qualifications:

- Creative – can think outside of the box.
- Planner who can meet deadlines
- Self-motivated and able to work collaboratively with others.
- Work effectively as part of a team
- Flexibility and a sense of humor
- Ability and willingness to adapt to a variety of duties and priorities.
- Experience seeking out and cultivating relationships
- Interest in and commitment to creating safe and equitable spaces for youth to express themselves

Interested applicants should submit a resume and cover letter via email to Executive Director, Amy Rosenbluth at arosenbluth@lakeerieink.org

Lake Erie Ink is an equal opportunity employer and values diversity and inclusion. Qualified candidates will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation or preference, gender identity, disability status, veteran status, marital status, height, weight or any other characteristic protected by law.

Our Vision Lake Erie Ink: a writing space for youth, envisions a community where youth discover their voices, share their ideas and inspire each other as valued participants

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