

Development Officer
Slavic Village Development- Position Description

Job Title:	Development Officer	Reports To:	Executive Director
Department:	Corporate	FLSA Status:	Non-Exempt
Date:	April 2022	Approved By:	Executive Director

PURPOSE

Slavic Village Development (SVD) is seeking motivated and intellectually curious applicants interested in managing and coordinating grant writing and marketing for the organization. The Officer is responsible for understanding the wide variety of programs conducted by SVD that strengthen and develop both the physical and human infrastructure of Cleveland's Broadway Slavic Village neighborhood.

The ideal candidate is a highly organized and enthusiastic generalist with good writing skills to help continue SVD's track record of innovation and grass roots-led development. This employee will work alongside a diverse staff to lead grant writing and highlight successes through social media. Ideal candidates are ones that enjoy working with teams and are able to give direction on one project while taking direction on another. Staff members at SVD generally work on a wide variety of projects and are oftentimes called on to assist each other.

ESSENTIAL JOB FUNCTIONS

Grants and Donor Management (50%)

1. Prepare grant applications and monitor grant opportunities from foundations, governments, and corporations
2. Manage online giving pages and e-fundraising campaigns using social media and other technologies
3. Manage SVD Annual Appeal
4. Manage donation acknowledgements
5. Prepares grant reports in accordance with established procedures

Communications and Marketing (40%)

1. Implement communication and marketing for SVD, including social media, email marketing, and conventional mailings.
2. Manage SVD Annual Report
3. Complete mass mailings and communications

Other (10%)

1. Assumes additional responsibilities and performs special projects as needed or directed, including assisting with events and mobilizing volunteers.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Bachelor's Degree, with a preference for 0-5 years in community development or non-profit organizations

Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge and support of SVD's mission and goals.
2. Ability to work with teams on a regular basis.
3. Ability to communicate with all levels.
4. Ability to deviate from standardized work and established procedures to resolve special problems.
5. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
6. Basic math skills (addition, subtraction, multiplication, and division).

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7. Ability to operate standard office equipment and follow office procedures.
8. Able to work independently with minimal supervision.
9. Strong attention to detail; ability to perform duties with a high level of accuracy.
10. Proficiency with Office 365 required. Ability to use CRM and graphic design software preferred.

Certifications, Licenses, Registrations

None

PHYSICAL DEMANDS

- Ability to operate a computer and keyboard.
- Ability to operate a motor vehicle or equipment.
- May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds.
- May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

- May require availability for overtime hours during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.
- Exposure to inside and outside environmental conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Slavic Village Development. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

COMPENSATION

- Annual salary of \$36,000 to \$42,000, commensurate with experience and qualifications
- Vacation: During the first calendar year of hire, employees are eligible for up to ten (10) days of paid vacation on a prorated basis after completion of ninety (90) days of continuous service. After 5 years, employees receive 15 vacation days; 10 years = 20 days. Employees are also entitled to two (2) additional personal days. Vacation days must be used in the year they are accrued.
- Sick days: employees receive up to 7 paid sick days per calendar year to full time employees unable to work due to illness or need for medical treatment. Sick days may be carried into future years.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day, plus days between December 24th and January 1st.
- 403 (b) plan— Employer contributes 3% (discretionary) of gross income and an additional .5% for every 1% contributed by the employee, up to an additional 2% maximum by Slavic Village Development. This benefit takes effect the 1st of the month following one year of service.
- Competitive health and dental insurance, with 100% of premiums for base plan paid by SVD. Employees may choose additional coverage by paying for the additional premium cost.

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Applications should include:

1. Cover Letter with available start date
2. Resume
3. A writing sample solely authored by the candidate that may be relevant to this position
4. An example of online, social media, or print marketing material solely authored by the candidate

Application will be accepted until Monday, May 16th at 5 p.m. EDT. Please email or mail to:

Christopher Alvarado, Executive Director
Slavic Village Development
5620 Broadway Avenue, Suite 200
Cleveland, Ohio 44127
Email: chrisa@slavicvillage.org

ORGANIZATIONAL DESCRIPTION

Slavic Village Development is the Community Development Corporation which serves the Broadway Slavic Village, a five-square mile neighborhood of 22,000 Clevelanders. We are a forward-looking, service-driven organization which honors our neighborhood's resiliency, diverse cultural heritage, and inclusiveness. We are committed to building a community defined by its high quality of life, unique identity, and healthy and active living.

We seek and attract staff members and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 30 years. Our organizational culture is marked by a potent combination of hard work and fun, and we welcome applicants who have a collegial attitude and enjoy working with a team comprised of both young and deeply experienced staff members. SVD is an equal opportunity employer that has an inclusive and equitable working environment. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by federal, state or local law. We strongly encourage individuals of all backgrounds and cultures to consider this position.