

Development Officer
Slavic Village Development- Position Description

Job Title:	Development Officer	Reports To:	Executive Director
Department:	Corporate	FLSA Status:	Non-Exempt
Date:	June 27, 2026	Approved By:	Executive Director

ABOUT SLAVIC VILLAGE DEVELOPMENT

Slavic Village Development (SVD) is the Community Development Corporation which serves the Broadway Slavic Village neighborhood. 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 staff 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 seasoned 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.

PURPOSE

Slavic Village Development is seeking a passionate and dedicated individual to join our team to work collaboratively across the organization to effectively execute strategic relationship building, grant management and fundraising efforts. Our ideal candidate is a highly organized team player who thrives in an environment where both resourceful creativity and proficient project management skills are essential. The Development Officer will play an integral part of the SVD team as the organization seeks to increase capacity and impact, engage stakeholders, and deepen partnerships to advance SVD’s track record of innovation and grass roots-led development. Staff members at SVD generally work on a wide variety of projects and are oftentimes called on to assist each other.

ESSENTIAL JOB FUNCTIONS

The Development officer, along with the Executive Director, will develop and execute a comprehensive fund development strategy that includes but is not limited to foundation relations and grant writing, sponsorships, fundraising events, advertising, donor relations, and individual giving.

Grants and Donor Management

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. Communicate with donors including coordination of invoicing, acknowledgement letters, and ongoing engagement
5. Manage grant calendar and grant requirement compliance

Communications and Marketing

1. Implement communication and marketing for SVD, including social media, email marketing, and conventional mailings
2. Contribute to the development of marketing strategies and collaterals, with multiple stakeholders, expressing neighborhood and organizational stories, highlighting events, building investment and interest in the Slavic Village community, including SVD’s Annual Report

Event Planning



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1. Manage Development Events Calendar: Coordinate across the SVD and its Board to help develop a calendar of events aligned with agency and development initiatives including a timeline of responsibilities, coordinating and following up with staff and stakeholders.
2. Comprehensive Event Leadership: From initial conception to post-event debrief, lead the strategic planning, execution, leadership, and continuous improvement of a diverse range of events including the Ride to End Homelessness, our annual benefit luncheon, intimate backyard gatherings, webinars, volunteer events, and other agency events and gatherings.
3. 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 minimum of 5 years in fund development, grant writing and/or event planning

Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge and support of SVD's mission and goals and a strong commitment to community development.
2. Ability to communicate with all levels.
3. Ability to deviate from standardized work and established procedures to resolve special problems.
4. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
5. Basic math skills (addition, subtraction, multiplication, and division).
6. Able to work independently with minimal supervision.
7. Strong attention to detail; ability to perform duties with a high level of accuracy.
8. Proficiency with Office 365 required. Ability to use CRM, MailChimp, and graphic design software preferred.

WORKING CONDITIONS

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

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 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 starts at \$50,000 commensurate with experience and qualifications
- Paid Time Off - 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. 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.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, 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.

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- 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.
- Professional development opportunities and remote work are also available to employees.

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

Please email or mail cover letter and resume to:

Shauna Sanders, Executive Director
Slavic Village Development
5620 Broadway Avenue, Suite 200
Cleveland, Ohio 44127
shaunas@slavicvillage.org