



Development Associate Job Posting

Position Summary

The Development Associate is an integral member of the Ohio State Bar Foundation Team. Reporting to the Development Director, the Development Associate serves as the backbone for all OSBF fund development efforts and is responsible for all support aspects of the organization's development and communication activities.

The qualified candidate will contribute their talents to a statewide grantmaking organization with a mission of educating the public about the rule of law and working to build a better justice system.

Duties & Responsibilities

1. Manage the gift acknowledgement process, ensuring timely response and proper documentation of all donations
2. Create monthly fundraising reports and dashboards
3. Manage, maintain, and update all information in the constituent database (Blackbaud: Raiser's Edge). Includes annual maintenance and clean-up process
4. Conduct donor and prospect research
5. Coordinate production and mailing of various materials such as the annual report, appeal letters, and other fundraising documents. May involve writing, proofreading, and editing
6. Work with Development Director in planning and implementing fundraising campaigns, events, meetings, and necessary follow-up
7. Assist Development Director with prospecting, solicitation, and acknowledgement of event sponsors
8. Coordinate, attend, and prepare clear, action-oriented draft minutes and other documents for Development Committee/Subcommittee meetings and follow-up as needed
9. Assigned tasks may vary throughout the year based upon the changing needs of the team

Requirements

- Associate's or bachelor's degree in Business, Human Services, or a related field
- 2 or more years of experience in an administrative support position related to development and/or fundraising, preferably in a nonprofit setting
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook
- Previous experience with database management systems (Blackbaud: Raiser's Edge knowledge highly desirable - system currently used by OSBF)
- Excellent verbal and written communications skills
- Excellent customer service skills characterized by a positive attitude, respect for all people, and timely and accurate responses
- Ability to organize and prioritize work, consistently meeting deadlines

- Ability to work independently with minimal supervision
- Ability to handle confidential information with discretion
- Demonstrated team player with strong collaboration abilities
- Willingness to achieve proficiency in Blackbaud software and its fundraising component, Raiser's Edge, for development functions

About the Ohio State Bar Foundation

The Ohio State Bar Foundation, a 501(c)(3) organization, is an affiliate of the Ohio State Bar Association. The OSBF gives hundreds of thousands of dollars in grants each year to nonprofits that work to improve the justice system throughout Ohio. A recognized forum for civic minded lawyers in Ohio, the OSBF also provides service opportunities for lawyers and recognizes excellence in the legal profession. Visit <https://osbf.org/> to learn more.

To Apply

Please send cover letter and resume along with salary requirements to: Michele Mitchell, c/o Ohio State Bar Foundation at 1700 Lake Shore Drive, Columbus, Ohio 43216-6562 or email to: mmitchell@osbf.net. No third parties or phone calls please.

The OSBF does not discriminate on the basis of race, religion, color, gender, age, national origin, sexual orientation, veteran status or physical or mental disability.