

# **CASCADE LOCKS PARK ASSOCIATION**

## **Development Director**

**Full time**

### **Job Description**

#### **Cascade Locks Park Association Mission:**

The Cascade Locks Park Association is a non-profit 501(c)(3) organization incorporated in June of 1989 with a mission to preserve, protect and promote the industrial, commercial and cultural heritage of the Cascade Locks Park along locks 10 through 16 of the Ohio & Erie Canal.

The Development Director reports to the Executive Director and is responsible for generating contributions from individuals, foundations, governments and corporations for the annual operating fund and for capital campaigns. Focus in the first year will be in capacity-building and CLPA capital campaign for the Mill Site development. The second priority will be to identify creative ways to secure additional contributed and earned revenue through partnerships and collaborations.

#### **DUTIES:**

##### *GENERAL*

- Design and implement the comprehensive fund raising program for CLPA
- Oversee the preparation of solicitation letters, acknowledgement letters and other material for fundraising campaigns
- Ensure timely recognition of all gifts and grants
- Oversee database management
- Staff the Board's Development Committee

##### *ANNUAL OPERATING FUNDS*

- Manage an annual calendar of activities to support the contributed revenue goals of CLPA
- Coordinate assignment of volunteers, board members and other supporters to specific individuals in solicitation efforts
- Maintain accurate records of the process involved in the planning and development of fund raising programs
- Prepare appropriate acknowledgement and recognition for individuals making gifts
- Prepare written grant applications and manage the preparation of all periodic reports to funding sources
- Support the work of the annual fundraiser event committee

##### *CAPITAL CAMPAIGN*

- Manage the timeline and activity required to carry out capital campaign plans
- Support the work of the Capital Campaign Committee

##### *OTHER*

- Coordinate efforts to secure long-term support for the CPLA endowment
- Perform other duties and responsibilities as assigned by the Executive Director

**CLPA**  
**Development Director**  
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**QUALIFICATIONS:**

- Bachelor's degree in a related field
- Minimum three to five years experience in fund raising
- Excellent written and verbal communication skills
- Knowledge of fund raising vehicles, regulations and applicable tax laws
- Knowledgeable in computer applications of donor records and work process; Capable of being trained on PastPerfect Museum Software
- Knowledge of and familiarity with Microsoft Publisher, Excel, and Word

**CHARACTERISTICS:**

- Ability to deal in confidence with donor information and has a proven track record of integrity and professionalism
- Interpersonal skills for direct work with volunteers
- Capable of working in a fast-paced environment
- Ability to multi-task and remain flexible with new challenges
- Willingness to participate in community activities and events
- Knowledge of the Greater Akron community

**JOB LOCATION:**

- Cascade Locks Park Association office is located at the Mustill Store at 248 Ferndale Street, in Akron, Ohio.

Salary is competitive and commensurate with experience.

**TO APPLY:**

Send cover letter and resume to:

Janis Purdy  
jfpurdy@msn.com