

Children's Hunger Alliance Position Description

Position:	Director, Northwest Ohio Region (part-time)
FLSA Status:	Exempt
Reports to:	Vice President, Regional Operations
Qualifications:	Master's Degree preferred or a minimum of a Bachelor's Degree with significant experience including at least five (5) years of leadership with managing multiple program areas, as well as in-depth experience with fund raising, grant management, supervision, and development

EXPERIENCE:

- Fundraising from a diverse mix of prospects including local, state, and national government funders as well as corporations, foundations, associations and individuals
- Community Relations
- Resource development
- Coalition building
- Human resource management
- Strategic planning
- Program planning, promotion, oversight, and management
- Ability to lead, develop and support staff
- Northwest Ohio relationships and/or experience strongly desired

MAJOR RESPONSIBILITIES:

Regional Partnerships

- Develop relationships and strengthen agency presence in Northwest Ohio
- Develop collaborative relationships and expand resources for Northwest Ohio operations by engaging community leaders, foundations and corporations
- Develop strategies to expand programs throughout Northwest Ohio
- Create and develop a strategy regarding the identification and recruitment of community leaders in Northwest Ohio to serve on the Northwest Ohio Regional Board
- Maintain, promote and provide visibility for Children's Hunger Alliance by serving as a credible, articulate and effective spokesperson, in person and in writing; reinforce and build positive understanding of and reputation for the work of the agency; serve as a spokesperson and advocate for the agency's clients
- Participate in relevant community partnerships and collaborations

Fundraising and Development

- Build relationships with regional funders in order to develop fundable proposals for agency programs
- Develop and implement strategies to secure ongoing significant funding sources; play an active role in fundraising; cultivate and solicit key donors, working in partnership with board members when appropriate
- Create targeted efforts to raise funds from all donor segments – foundations, corporations, government, individuals and board members, as well as special programs and events
- Prepare proposals for grants and other program correspondence/reports

General Management, Finance and Administration

- Ensure day-to-day operations and programs in Northwest Region are professionally and efficiently organized and administered
- Plan, organize and direct multiple complex projects with specific timelines ensuring goals and objectives are consistently met
- Manage Toledo office operations
- Develop annual strategic plan and budgets for NW Ohio Region

For additional information and/or to apply for this position, send your resume and cover letter to
4Kids@ChildrensHungerAlliance.org

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