WORLD AFFAIRS COUNCIL
CINCINNATI & NORTHERN KENTUCKY

Development Manager
Salary Range: $52,000-$60,000
Job Type: Full-Time Exempt
Reports to: President & CEO
Location: Cincinnati, Northern Kentucky area (Hybrid)

The World Affairs Council, a 501 (c) 3 nonprofit, is the bridge that connects the world to one of America's most vibrant regions. Through global education and cultural awareness initiatives, the council strengthens Cincinnati and Northern Kentucky's international identity and engages individuals with foreign affairs. The World Affairs Council is dedicated to fostering global awareness and strengthening our community through education, dialogue, and international engagement.

Job Summary
As the Development Manager, you will be the driving force behind the Council's financial sustainability and growth. Working in direct, collaborative partnership with the President & CEO, you will manage individual and corporate fundraising initiatives, cultivate donor relationships, and execute campaigns that connect local supporters to our global mission. This is an exceptional opportunity for an entrepreneurial fundraising professional who wants to take ownership of a development strategy, build deep community roots, and make a tangible local impact.

Key Responsibilities
- Collaboratively design, execute, and monitor the annual fundraising strategy alongside the President & CEO to meet organization-wide growth goals.
- Act as a key ambassador for the Council; build, maintain, and steward meaningful relationships with individual donors, community members, and corporate sponsors, including managing a 25-40 person donor portfolio.
- Proactively identify, research, and qualify new revenue streams, including corporate sponsorships, major individual donors, and legacy giving.
- Support the planning, coordination, and execution of annual fundraising communications and events, ensuring corporate sponsors' branding and philanthropic goals are fully met.
- Maintain clean, accurate, and up-to-date records of donor interactions, gifts, and pledges in the CRM (Bonterra) to support data-driven fundraising decisions.
- Manage the grantsmanship program (grant writing, reporting, tracking)
- Support board and volunteer fundraising.
- Retain and increase individual and corporate memberships.
- Delegate effectively to the program associate and (potentially) interns.
- Maintain a development goal tracking dashboard and update monthly

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Qualifications

- Experience: 2–5 years of experience in nonprofit fundraising, development, or relationship-heavy roles like sales, account management, or donor relations.
- Mission Alignment: A genuine passion for global affairs, community engagement, and international education.
- Communication Skills: Exceptional written, verbal, and interpersonal communication skills, with a proven ability to pitch ideas and engage diverse stakeholders.
- Track Record: Demonstrated ability to meet fundraising targets, secure corporate sponsorships, or successfully manage a donor portfolio.
- Adaptability: Ability to thrive in a lean, fast-paced, collaborative nonprofit environment.
- Initiative: Self-starter who can solve problems and implement solutions independently
- Attention to Detail: strong organizational skills and detail orientation
- Flexibility: Willingness to attend occasional evening, weekend, or community events as a representative of the Council.
- Education: Bachelor's degree preferred, or equivalent professional experience. CFRE (+) is a bonus.

What We Offer

We believe in taking care of our team. In addition to a competitive base salary, we offer a comprehensive benefits package designed to support your personal and professional well-being:

- Flexible Hybrid Work: 90% work-from-home flexibility (must be based in the Greater Cincinnati/NKY area for local meetings/events).
- Healthcare Reimbursement (HRA): Generous monthly premium reimbursements of up to $487.50/month for individuals or $983.33/month for families.
- Retirement: Simple IRA with a 3% employer match.
- Generous Paid Time Off (PTO):
    - 2 weeks of paid vacation.
    - 1 week of sick leave.
    - 2 weeks of paid holiday time off (extended Christmas - New Year's closure).
    - Summer Fridays (About 12 Fridays during the summer)
- Stipends: Monthly cell phone/WiFi stipend to support remote work.
- Growth: Dedicated budget and support for professional development opportunities.

To apply, please email apply@cincyworldaffairs.org with your cover letter and resume. Please make sure the documents are in pdf and they are named as the following: LAST NAME_FIRST NAME_Cover Letter / LAST NAME_FIRST NAME_Resume.

Applications received by **November 13th** will receive priority consideration, though the position will remain open until filled. Thank you!