

POSITION VACANCY NOTICE

POSITION TITLE:	Development and Donor Relations Specialist	POSTING DATE:	May 2018
WORK SITE:	Virtual and/ or onsite 205 N. Hamilton Rd Columbus OH 43213	WORK HOURS:	Part Time as scheduled.

DESCRIPTION OF DUTIES:

Under the supervision of the Director of Development and Donor Relations, the Development and Donor Relations Specialist will provide support to ensure efficient operations within that department. Employee will be responsible for a variety of tasks related to development and training which require organizational skills and strong communication as well as handling of confidential and time-sensitive material. Employee must possess ability to effectively communicate via phone and email, must be familiar with a variety of concepts, practices and procedures related to the field, and must ensure that all duties are accurately delivered with a high quality of standards and in a timely fashion. This position may also be considered as a virtual position though the candidate must have the ability and means to report and perform duties on site as needed.


POSITION REQUIREMENTS

Experience in development, donor relations and event planning. High School graduate or equivalent. College preferred. Relevant experience can replace educational requirements. Knowledge and experience with customer relations, office practices, equipment; methods and techniques used in record keeping system, appropriate computer skills required to run programs efficiently. Ability to maintain confidentiality and must be trustworthy and responsible. Knowledge and competency with computers including use of Microsoft Office, virtual meeting software, internet search engines and willingness to learn other software as needed for program management and data tracking. Must have good oral and written communication skills and ability to create and maintain department specific reports and other paperwork. Resident of Franklin County. An individual with lived experience demonstrated by the ability to articulate personal tools and journey of recovery. This may include a significant period of living in recovery without hospitalization and /or a significant period of being clean and sober. Free of jail time for five years. Must have a valid Ohio Driver's License and good driving record.

BENEFIT PACKAGE:

Benefits available to part time employees.

To apply please submit an application and/or resume to 205 N. Hamilton Rd, Columbus, OH 43213

 9/1/2020
Agency Representative Date