

## **Introduction**

Aspiring to maximize the power of giving, Ignite Philanthropy is a Cincinnati-based consulting firm that works with private donors and non-profit organizations to leverage their resources and ideas to achieve greater impact in the communities they serve. Ignite Philanthropy is a unique firm that serves all aspects of the philanthropic and non-profit sector—from individuals, companies and foundations seeking to manage and improve their philanthropic giving to non-profits looking for an experienced fundraising or strategy partner to raise capital to accomplish their mission.

Ignite Philanthropy's Non-Profit Services Division manages multi-million-dollar fundraising campaigns and provides strategic fundraising consulting services for non-profit clients. Our Non-Profit Services team combines deep knowledge of the local donor landscape with decades of Non-Profit fundraising and management experience and a track record of completing major capital campaigns for organizations both in Cincinnati and throughout the country. Our team has raised nearly \$90 million in private dollars for local non-profit capital projects and initiatives, such as the Music Hall revitalization effort, BLINK, The Center for Addiction Treatment and others.

## **Position Summary**

The Associate works in partnership with Ignite Philanthropy's Non-Profit Services Team to provide high-quality professional services to our region's leading non-profit organizations. The Associate will be assigned a portfolio of fundraising campaign and strategic consulting projects and, in partnership with other team members, be responsible for managing and executing all tasks needed to meet the needs of those projects. Because the Associate role interfaces directly with clients through in-person meetings and written communications, a client-focused mindset and a keen attention to detail are required. The Associate role is both an internal (80%) and external (20%) facing position.

## **Primary Duties**

The Associate is part of a client facing project team, responsible for executing tasks necessary to meet the needs of the assigned projects while delivering a high-quality client experience. Though the job requirements will change for each project, the following areas of responsibility provide an overview of the type of work that this role will be responsible for delivering.

- Serve as a core member of the Non-Profit Services team to support fundraising strategy, campaign planning and campaign management projects.
- In partnership with the Non-Profit Services team, develop project/campaign goals and timelines.
- Assist with client onboarding to gather information and documents from clients.
- In partnership with Non-Profit Services team, prepare client/meeting materials such as agendas, presentations, reports, and project timelines.
- Work with the Non-Profit Services team to develop strategy recommendations for clients.
- Perform donor research and analyze data to accomplish fundraising goals.
- Develop campaign communications and materials, such as pitch decks, one-pagers, donor correspondences, donor acknowledgements, proposals and grant applications.
- Help coordinate and prepare for client, donor and stakeholder meetings.

- Manage/update project planning documents, campaign fundraising pipelines and data entry.
- Help Non-Profit Services Team and clients meet timelines and stay on schedule.
- Provide general support to the Non-Profit Services team and complete other duties as needed.
- Participate in a culture of learning by building knowledge base and applying learnings. Develop professional relationships and rapport with clients.

## **Skills and Attributes**

Ignite Philanthropy seeks an individual who is inspired by the impact of the non-profit sector and is driven to deliver highly professional work. The Associate will be working with a high-performance team in a fast-paced environment, and will ideally have the following skills and attributes:

- Ability to proactively self-manage projects with minimal direction from Manager or Vice President.
- Ability to understand and anticipate next steps in complex processes.
- Desire and ability to work in a team environment to achieve objectives and to effectively anticipate client and donor needs and desires.
- Exceptional writing and professional communication skills; ability to adapt writing style depending on audience needs.
- Keen attention to detail and ability to deliver work of the highest quality.
- Strong time management and organizational skills and ability to balance demands of multiple client projects at the same time, while still reaching internal and external deadlines and goals.
- A willingness to accept feedback and a desire to constantly learn and improve.
- Entrepreneurial spirit and interest in being part of a growing company
- Knowledge of and experience in the non-profit sector, with an emphasis on experience in development or institutional advancement.
- A bachelor's degree and 2-3 years of work experience in a non-profit fundraising/development department or business environment, or a master's degree and experience in a non-profit fundraising/development department or business environment.
- Candidates will likely have experience working in the development department of a non-profit organization or have served in a development capacity on a non-profit's Board of Directors.

## **Salary & Benefits:**

- Salary commensurate with experience, \$40,000 - \$50,000
- Competitive benefits package including parking stipend, paid vacation, health insurance and retirement contribution match after 1 year of employment

Ignite Philanthropy is fully committed to equality of opportunity in all aspects of employment. It is the policy of Ignite Philanthropy to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, national or ethnic origin, military status, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability or any other protected status.

Submit Cover Letter and Resume to Bethany Monahan, [bmonahan@ignitephilanthropy.com](mailto:bmonahan@ignitephilanthropy.com). Applications will be reviewed on a rolling basis.