

MILESTONES AUTISM RESOURCES

Development Director

Milestones Autism Resources is a non-profit organization dedicated to improving the lives of individuals on the autism spectrum by educating, coaching and connecting the autism community with evidence-based information. Milestones' core programs are: an annual conference, coaching, adult services and online resources at www.milestones.org.

We offer candidates the chance to make an immediate impact as part of an engaged, passionate team that presents an annual regional conference for 1,200, curates a website of over 1,400 resources, provides a free helpdesk, and offers consultation services and trainings.

Job description The Development Director will implement a strategic approach to fundraising and direct the fundraising efforts to support the mission and programs of the organization. The Development Director will supervise the development team and report to the Executive Director. This position is full-time, and requires availability for occasional evening or weekend meetings and events.

The major areas of responsibility are:

- Cultivation and Solicitation of Donors: Annual Fund, Major Donors, Endowment, Benefit, Strike it Big, Conference
- Input on organization's CRM
- Development of Donor Communication Materials
- Yearlong Planning and Supervision of Development Team
- Committee Liaison and Peer to Peer Solicitation Support
- Other duties as specified

Qualifications

An applicant should be committed to the mission of Milestones Autism Organization and have demonstrated fundraising experience. Specific qualifications:

- Strong verbal and written communication skills
- Strong interpersonal skills
- Previous development experience (minimum of 5 years) soliciting major gifts, working with boards, staff, and volunteers
- Experience developing volunteer leaders and supervising volunteers and staff
- Knowledge of Cleveland community
- Experience planning and implementing events
- Advanced computer skills (Microsoft Word, PowerPoint, and Excel)
- Experience in deadline-driven environments
- Handle multiple assignments simultaneously
- Detail oriented
- College or university graduate, master's degree a plus

Application Requirements

If you identify with our values and feel strongly that you could contribute to our team, we encourage you to submit your cover letter, resume, and 3 professional references through indeed.com.

We value a culture of collaboration and professional and personal growth for all team members.

Milestones provides a competitive salary, healthcare, paid time off that increases with tenure, and a generous company holiday schedule.

Working Conditions and/or Physical Requirements:

- Physical requirements associated with office working environment
- Ability to operate standard office equipment
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

Location for work: Warrensville Heights office

Position: Full-time, salary based on experience, exempt

Milestones is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex (including pregnancy), age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law.

Milestones will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Milestones is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.