



Director of Development

Organizational Overview

At Women in Manufacturing's Education Foundation (WiMEF), we are working to close the gender gap, increase the number of women in leadership roles, and inspire the next generation of women in manufacturing.

Each year, more than 350 women graduate from our leadership development programs. These women are doers, innovators, problem solvers, and leaders, and WiMEF is here to help them reach their full potential.

A mission-driven, 501c3 organization, WiMEF was established in 2016 as the partner organization to Women in Manufacturing (WiM), the only national trade association dedicated to supporting, promoting, and inspiring women working in manufacturing. WiM's membership includes more than 400 corporate members, 28,000 individual members, and 32 chapters throughout the U.S.

Development Manger

WiMEF is hiring a Director of Development to lead all fundraising and donor relations to support our organization's mission and growth. This is an excellent opportunity for someone who has a strong orientation toward achievement and is eager to engage with donors, funders, and prospects who care deeply about this organization.

The ideal candidate should have experience in prospecting, solicitation, and stewardship of corporate and individual donors. This position reports directly to the WiMEF Executive Director and works closely with WiM staff and the WiMEF board of directors.

Responsibilities

The Development Director is the key point of contact for WiMEF donors, responsible for cultivating relationships, securing gifts and sponsorships, and retaining donor support. Responsibilities include:

- Steward WiMEF's existing donor relationships and strategies including annual giving and corporate contributions, a "chapter challenge" fundraising campaign, and program sponsorships
- Solicit gifts from corporate, individual, and foundation donors
- Identify and secure sponsors for WiMEF programs including the virtual career fair and year-round educational programs
- Formation and execution of a successful development plan to ensure annual funding goals are met
- Ensure gifts are acknowledged in a timely manner

- Conduct prospect research and cultivate new donor relationships from individual, corporate, and foundation sources
- Develop and maintain fundraising-related systems for donor management, research, gift processing, and gift acknowledgement
- Represent WiMEF's interests in selecting new database/CRM software (expected in 2025 in tandem with WiM)
- Provide timely data and reports to the board of directors and engage board members in prospect development and fundraising

QUALIFICATIONS

- Proven success with experience raising funds from multiple donor channels including individual and corporate giving, annual fund campaigns, and sponsorships
- Demonstrated ability to communicate clearly and effectively in both written and verbal contexts
- Excellent presentation skills for both internal and external audiences with the ability to confidently represent WiMEF to prospective donors, sponsors, industry leaders, and the general public
- A self-starter with strong attention to detail and the ability to deliver results while managing competing priorities
- A skilled and resourceful problem solver, able to identify opportunities for growth and improvement
- Comfortable collaborating with a team as well as working independently
- Ability to occasionally travel to multi-day events in locations across the country, and to work evenings and weekends on occasion to meet the business needs of the organization

This is a full-time, non-exempt, salaried position (\$60,000/year) with a very generous benefits package, annual performance-based bonus, vacation and floating holidays, and substantial room for growth and professional development.

The WiMEF office is located in Cleveland, Ohio. Staff have the option to work remotely with the expectation of being in the office at least every other Wednesday and as needed for various meetings and staff activities. Ideally, the candidate will live in proximity to Northeast Ohio as travel expenses to the office will not be paid for or reimbursed by WiMEF. Further flexibility on remote work options may be discussed on a case-by-case basis.

Please send a cover letter and resume to wimeducationfoundation@gmail.com addressed to: Hiring Manager.

Equal Opportunity

WiMEF acknowledges that not every candidate will comprehensively meet the full list of qualifications. We invite applications from anyone with an interest in this position and a heart for our mission. WiM/WiMEF is an equal opportunity employer and fosters a workplace without discrimination or harassment based on race, skin color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic.