



Job Title: Development and Communications Manager

Location: Cincinnati, OH

Job Type: Full-Time, Exempt

Reports To: Executive Director

Salary Range: \$47,900–\$57,000

Job Summary:

The Development and Communications Manager plays a key role in advancing the mission of CAIN by leading fundraising efforts and overseeing strategic communications. This position is responsible for donor engagement, grant writing, marketing, and public relations—ensuring consistent messaging and strong relationships with supporters, partners, and the public.

Responsibilities:

Development & Fundraising

- Develop and implement an annual fundraising plan with measurable goals and timelines.
- Manage donor database (e.g., Salesforce, Bloomerang), track donations, and generate reports.
- Cultivate and steward individual donors, sponsors, and community partners.
- Research and write grant proposals and reports for foundations and government funders.
- Plan and execute fundraising campaigns and events, both virtual and in-person.
- Oversee donor acknowledgment and recognition processes.

Communications & Marketing

- Develop and execute a strategic communications plan that supports organizational goals.

- Create compelling content for newsletters, social media, blog posts, press releases, and the website.
- Maintain brand consistency across all external communications.
- Manage and grow the organization's digital presence, including email marketing and social platforms.
- Coordinate media outreach and relationships with press contacts.
- Design or oversee the design of promotional materials (flyers, brochures, event signage, etc.).

Qualifications:

- Bachelor's degree in communications, Marketing, Nonprofit Management, or a related field.
- 3–5 years of experience in development, communications, or a related role.
- Strong writing and storytelling skills, with experience in grant writing and donor communications.
- Proficiency with donor management systems (e.g., Salesforce, Little Green Light), email marketing tools (e.g., Mailchimp), and social media platforms.
- Experience with design tools (e.g., Canva, Adobe Creative Suite) is a plus.
- Excellent organizational and project management skills.
- Passion for the mission of CAIN.

Working Conditions:

- In-office work on Monday, Tuesday, and Thursday.
- Remote work on Wednesday and Friday.
- Occasional evening or weekend work may be required for events or deadlines.

To Apply

Please submit a resume, cover letter, and a brief writing sample (e.g., fundraising appeal or newsletter article) to caincincy@caincincy.org with the subject line: **Development and Communications Manager Application –**