



Part-Time Development & Communications Manager (25-32 hours/week)

Join a small, collaborative team that values flexibility, initiative, and a shared commitment to strengthening the nonprofit sector!

Pro Bono Partnership of Ohio (PBPO) seeks a **Part-Time Development & Communications Manager**. Reporting to the CEO, this leadership role is ideal for a creative and experienced nonprofit fundraising and communications professional. The Development & Communications Manager will lead PBPO's fundraising strategy and help tell the story of our impact. As a member of the Leadership Team, this position also contributes to organizational decision making and planning.

Key responsibilities include:

Fundraising (80%)

- In partnership with the CEO and Board, develop and execute PBPO's annual fundraising strategy, including foundation, corporate, individual, and event-based giving, while identifying and cultivating new funding opportunities.
- Prepare and manage grant proposals and reports, including tracking deadlines and maintaining a pipeline of grant funding opportunities.
- Support the CEO's development related responsibilities; including drafting donor communications for CEO and assisting with relationship management.
- Maintain accurate donor and prospect records in Salesforce and generate development reports.
- Serve as staff main liaison for the Board's Development Committee.
- Collaborate with the Education Director to prepare for grant proposals.
- Collaborate with Finance and Administration Manager to ensure financial records are aligned with development records and to develop PBPO's annual revenue budget.

Communications & Marketing (20%)

- Lead and implement PBPO's organizational communications strategy to increase the visibility of PBPO's impact.
- Create compelling content for newsletters, appeals, annual reports, social media, website, event materials, and other external communications.
- Build relationships in the community and support organizational events and other initiatives as needed.

Required Experience and Skills:

- Proven experience developing and implementing annual fundraising plans, with 5+ years of relevant experience preferred.
- Strong grant writing and management track record, including proven collaboration with organizational leaders (finance and program).
- Knowledge of and experience with individual donor cultivation and stewardship.
- Excellent written communication skills with a demonstrated ability to write for diverse audiences.
- Experience creating and managing compelling content for social media, print, and digital platforms.
- Ability to see the big picture in a growing organization, while managing multiple priorities.
- Strong attention to detail and focus on service excellence.
- Self-motivated and highly organized.

Compensation & Benefits

Salary is commensurate with experience with a range of \$36-38/hour. Starting benefits include a 401(k) plan (with a 4% match after 1 year), PTO (including a week off in between Christmas and New Years), paid holidays, flexible schedule, cell phone stipend, and potential for hybrid/remote work with an expectation of two days/week in our downtown Cincinnati office (Tuesdays and Thursdays). Plus, a fun and supportive team!

To Apply

Interested candidates should submit a cover letter and resume as a single PDF file (file name: FirstName_LastName.pdf) in confidence to info@pbpohio.org. In your cover letter, please indicate how you heard about this opportunity.

About Pro Bono Partnership of Ohio

Pro Bono Partnership of Ohio (PBPO) is dedicated to strengthening one of our region's most important resources: our nonprofits. When business legal needs arise for nonprofits, the cost of legal services can be prohibitive. This can expose nonprofits to risk and ramifications that may keep them from achieving their missions. In partnership with 1,200+ attorney volunteers, PBPO strengthens our community by providing free business legal services and education to 460+ nonprofits. Find more information at www.pbpohio.org.

Pro Bono Partnership of Ohio is an equal opportunity employer.