Community Development Manager (Non-Profit Fundraising)

NAMI Wayne and Holmes Counties is seeking a passionate and relationship-focused Community Development Manager to support the organization's fundraising, donor engagement, and community outreach efforts.

Working closely with the Executive Director and administrative team, this position is responsible for cultivating donor relationships, securing sponsorships, coordinating fundraising events, supporting grant development, and promoting the mission of NAMI throughout the community. The successful candidate will help strengthen financial support for the organization while building meaningful connections with donors, volunteers, sponsors, and community partners.

Key Responsibilities:

- Cultivate, solicit, and steward individual and corporate donors in support of NAMI's mission and programs.
- Expand the organization's donor base by attracting new supporters and increasing engagement from existing donors.
- Develop and maintain strong relationships with donors, sponsors, volunteers, and community partners.
- Plan, organize, and support fundraising and community outreach events, including budget oversight and event coordination.
- Secure sponsorships that support organizational operations and programs.
- Present NAMI's mission, impact, and funding needs to community groups, donors, sponsors, and stakeholders.
- Assist in identifying and pursuing grant opportunities.
- Analyze fundraising and engagement data and recommend strategies for improvement.
- Support grant applications and reporting, funder communications, and community presentations.
- Ensure fundraising activities align with the organization's values, mission, and strategic goals.
- Work with office staff to accurately record, acknowledge, and steward gifts in a timely manner.

Qualifications

Required

- Bachelor's degree in Business, Communications, Human Services, Marketing, Public Relations, or a related field.
- Experience in nonprofit fundraising, development, community relations, or a related field.
- Strong communication, presentation, and relationship-building skills.
- Excellent organizational skills and the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office, social media platforms, and donor management databases.
- Ability to maintain confidentiality and exercise sound judgment.
- Grant writing or grant management experience.

Preferred

- Experience working within the Wayne and Holmes County communities.
- Familiarity with nonprofit fundraising best practices and donor stewardship.

The Ideal Candidate

We are looking for someone who is:

- Passionate about NAMI's mission and mental health advocacy.
- Professional, dependable, and self-motivated.
- Adaptable, collaborative, and open to feedback.
- Comfortable working independently and as part of a team.
- Skilled at building trust and meaningful relationships within diverse communities.
- Committed to exceptional customer service and community engagement.
- Willing to work occasional evenings and weekends for events and outreach activities.

Why NAMI?

At NAMI Wayne and Holmes Counties, our work is centered on compassion, advocacy, education, and support. We value team members who bring initiative, professionalism, and a commitment to improving the lives of individuals and families affected by mental health conditions. If you are enthusiastic about connecting people to a meaningful mission and helping strengthen our community through fundraising and outreach, we encourage you to apply.

Position Details

Status: Part-Time (25 hours per week)
Location: 2525 Back Orrville Road, Wooster, OH 44691
Schedule: Flexible; occasional evenings and weekends required for events
Requirements:

- Must be 21 years of age or older.
- Valid Ohio driver's license and reliable transportation.
- References and a writing sample will be requested from finalists.

How to Apply

Please submit your resume and writing sample to: info@namiwayneholmes.org
or mail to:
NAMI Wayne and Holmes Counties
2525 Back Orrville Road
Wooster, OH 44691

No phone calls, please.