



(216) 342-4417 • [beinmotion.org](http://beinmotion.org)  
23905 Mercantile Road, Beachwood, OH 44122

**Position: Development Officer**  
**Reports to: Chief Development Officer**  
**Classification: Full-time, exempt**

The Development Officer will be a key member of the development team, with a concentration in successfully leading the annual appeal, donor stewardship and engagement activities, and growing a third-party fundraising program. Reporting to the Chief Development Officer (CDO), the Development Officer (DO) will work closely with InMotion leadership to meet the organization's fundraising goals. InMotion prides itself on its commitment to developing transformational relationships with its prospects and donors. This value is woven into all annual plans, activities, campaigns, and communications aspects of the organization.

**Essential Functions:**

Development Program Management

- Actively participate in the creation of the annual development plan
- Use CRM and other software to manage relationships, schedule appointments, research and engage supporters, and report expenses

Annual Fund Management

- Develop and manage a robust community fundraising program, including donor education, messaging, and integration with online fundraising strategies
- Responsible for managing, soliciting and stewarding a portfolio of donors
- Develop, manage, and maintain the Circle of Friends monthly giving program
- Actively participate in donor cultivation activities designed to increase philanthropic support
- Regularly engage and steward InMotion clients and fundraising prospects
- Build and manage a portfolio of gift prospects and supporters
- Work with Database Manager to prepare mailing lists for annual appeals
- Write and execute direct mail and electronic donor communications, including gathering and organizing donor stories and interviews
- Assist CDO in managing board members and solicitation partners to grow prospect list

Other

- Attend outreach events as needed to increase awareness of InMotion
- Collaborate with InMotion team to plan, organize and execute regular donor events and engagement opportunities
- Prepare periodic event reports

## Qualifications

- 3+ years in nonprofit development position OR equivalent work experience that highlights skills required for a development position
- Experience in annual fund-building and stewarding relationships
- Knowledge of comprehensive fund development plans with direct experience developing and implementing these plans preferred
- Bachelor's degree minimum
- Knowledge of Microsoft Office, CRM, and social media platforms
- Ability to thrive as part of a collaborative, high energy, mission-committed team
- Commitment to the fundraising profession's highest ethical standards

## **InMotion**

InMotion, a nonprofit organization located in Cleveland, OH, is at the forefront of community-based programming for people with Parkinson's disease. Since opening our doors in 2015, InMotion serves over 1,100 participants in Northeast Ohio. Our integrated and holistic wellness program is designed to complement the care our participants receive from their healthcare team in ways that address mind, body and spirit. InMotion is completely funded through donations from individuals, businesses, and foundations and offers its programs free of charge to people with Parkinson's disease, eliminating the barrier of cost for the people it serves.

Submit a letter of interest and resume to: Wendy Voelker, [wvoelker@beinmotion.org](mailto:wvoelker@beinmotion.org). No phone calls.

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Responsible for managing donor relationships, executing InMotion's community fundraising program and monthly giving program, and preparing direct mail appeals. The Development Officer will engage InMotion clients and fundraising prospects to increase philanthropic support. Development Officer will also collaborate with InMotion team to plan and execute fundraising events and engagement opportunities.

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