



POSITION PROFILE

# Development Manager

Dress for Success Columbus

Columbus, Ohio



## About Dress for Success Columbus

At Dress for Success Columbus, we're empowering all women to achieve economic independence by providing career development tools, resources, and a network of support to help her thrive in work and in life. We prioritize diversity and believe in a culture rooted in passion, collaboration, inclusion, and flexibility. Dress for Success Columbus delivers tremendous opportunities for smart, passionate, and creative individuals looking to make an impact on the futures of women and the community at large. We are committed to empowering women, building community, and transforming lives.

Join Dress for Success Columbus as we search for an experienced fundraising professional with positive energy that will enrich our team.

## The Opportunity

The Development Manager at Dress for Success Columbus plays a pivotal role in shaping the future of women and families across Central Ohio. This is more than a fundraising position; it is an opportunity to be a changemaker. By advancing the organization's development strategy, you will directly fuel programs that provide women with the tools, resources, and network of support they need to secure employment, achieve economic independence, and thrive in work and life.

In this role, you will:

- Elevate the visibility and sustainability of a mission-driven organization that empowers thousands of women each year.
- Build authentic relationships with community leaders, corporate partners, foundations, and individual donors who believe in equity and opportunity for all women.
- Collaborate with a talented team and mobilize a dedicated network of volunteers and supporters to expand our reach and deepen our impact.
- Champion innovation in fundraising and donor engagement, helping to ensure that Dress for Success Columbus remains a vital community resource.

This position offers the chance to combine skill with passion, leadership with creativity, and professional expertise with deep community impact. Working alongside a dedicated Executive Director with proven fundraising experience, the Development Manager will join the team at a transformational point in the organization's growth. The Development Manager will benefit from the support and partnership of fundraising counsel and play a lead role in implementing a comprehensive development strategy. For the right candidate, it is a pathway for professional growth and an opportunity to make transformational impact, supporting women today while shaping a stronger, more inclusive tomorrow.

## Responsibilities and Duties

- Support the strategic development function of Dress for Success Columbus, executing plans to amplify organizational resources and raise approximately \$700,000 annually through private philanthropy.
- Support the public funding strategy to secure \$400,000.
- Provide support to executive leadership in forging and nurturing relationships with corporate, government, and foundation funders.



- Manage and implement a plan to cultivate a robust donor base through individual relationship management.
- Lead in the fundraising for signature events and initiatives, ensuring sponsor engagement and event success.
- Manage special fundraising initiatives to amplify the organization's impact.
- Oversee the management and timely execution of grant requests and reports, also managing external development contractors who support the organization's development efforts.
- Oversee the management of the donation intake process, inventory partnerships, and community outreach efforts.
- Support the CEO in engaging the development committee to bolster organizational resources.
- Coordinate, manage, and execute donor communications and stewardship initiatives.
- Manage annual fundraising campaigns and support marketing and communication endeavors, including social media, direct-mail campaigns, newsletters, and media inquiries.
- Support the programming and fundraising activities for the Young Executives for Success (YES! Columbus).
- Be a proactive and observant multi-tasker capable of prioritizing tasks in a fast-paced environment.
- Attend events in the evenings and on weekends as needed to serve as a representative of Dress for Success Columbus.
- Maintain strict confidentiality of donor data.
- Embrace additional duties as assigned.

## Experience

The ideal candidate for the Development Manager role will have proven experience in the following areas:

- **Organizational and Project Management Skills:** Demonstrate strong organizational and project management abilities, capable of overseeing multiple fundraising initiatives simultaneously while ensuring timely execution and delivery.
- **Dynamic Energy and Enthusiasm:** Exude high energy and enthusiasm, essential for driving successful fundraising initiatives and motivating the team.
- **Strong Relationship-Building Skills:** Excel in building and nurturing relationships with diverse stakeholders, including corporate, government, foundation funders, and individual donors.
- **Team Leadership and Supervisory Experience:** Experience in leading and supervising teams, and a desire for professional development in people management, will be essential for leading one to two development staff members and fostering a collaborative work environment.
- **Results-Oriented Approach:** Have a results-oriented mindset, with a proven ability to secure new and increased funding for programs and events.

- **Excellent Communication Skills:** Effective communication is crucial in this role, encompassing not only interpersonal skills for relationship management but also the ability to articulate the organization's mission and fundraising needs compellingly.
- **Adaptability and Innovation:** Adaptable to changing circumstances and innovative in their approach to fundraising, exploring new avenues and strategies to maximize resources.
- **Tech-Savvy and Data Proficiency:** Advanced proficiency in utilizing office technology and fundraising software such as Microsoft Office and Salesforce for donor and volunteer data management is crucial, highlighting their comfort with technology and data-driven decision-making.
- **Commitment to Confidentiality and Integrity:** Maintaining strict confidentiality of donor data and upholding ethical standards and integrity in fundraising practices are non-negotiable qualities for the ideal candidate.
- **Passion for the Mission:** Demonstrate a genuine passion for Dress for Success Columbus's mission, aligning with the organization's values and commitment to empowering individuals through its programs and services.



## Required Qualifications

- Bachelor's Degree or equivalent experience
- Minimum two years of experience in nonprofit fundraising
- Ability to multi-task with a high level of independence and accuracy, set priorities and deliver on deadlines
- Exceptional interpersonal skills and professional composure
- Ability to manage the physical demands of the role

## Preferred Qualifications

- Nonprofit experience preferred
- Experience managing staff
- Familiarity with in-kind fundraising programs
- Experience in the development and management of fundraising events
- Experience in managing marketing and communications
- Experience with online fundraising software

### Don't meet all the requirements?

We encourage you to apply even if you do not meet every qualification listed. We know that great candidates bring a wide range of experiences and perspectives, and that skills and expertise are often developed over time. Dress for Success Columbus is deeply committed to equity and inclusion and recognizes that traditional career paths do not reflect the full spectrum of talent. We invest in the growth and development of our staff and are excited to support individuals who are eager to learn, stretch, and grow in this role while advancing our mission.

## Compensation:

The expected salary range for this position is \$60,000 to \$70,000.

Additional benefits include:

- Retirement plan contribution
- Generous paid time off and wellness benefits
- Paid holidays
- Hybrid work environment
- Health insurance

## To Apply

Benefactor Group is proud to be supporting Dress for Success Columbus with this search. Interested candidates can submit their resume and cover letter to

<https://bit.ly/DFSC-DevelopmentManagerApp>. Application materials will be accepted through February 23, 2026.

**Please do not contact Dress for Success Columbus staff or board with questions or interest in the role.** All inquiries should be directed to Benefactor Group: [hr@benefactorgroup.com](mailto:hr@benefactorgroup.com).



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