

# Advancement Manager

**Reports to:** President & CEO

**Classification:** Full-time / Exempt

**Location:** Columbus, Ohio

## Background

Groundwork Ohio is the leading early childhood policy, research, and advocacy organization in the state of Ohio. Our mission is to champion early learning and healthy development strategies from the prenatal period to age five that lay a strong foundation for Ohio's kids, families, and communities.

## Position Overview

The Advancement Manager is responsible for implementing Groundwork Ohio's advancement strategy with a primary focus on growing and stewarding individual and institutional philanthropy while providing project management and administrative support for the organization's foundation fundraising portfolio.

Reporting directly to the President & CEO, the Advancement Manager serves as the operational hub of the organization's fundraising efforts—managing donor relationships and development strategies, coordinating grant workflows, supporting executive fundraising activities, and ensuring an exceptional donor experience across all giving channels. This position will work closely with communications and programs to ensure coordination and alignment.

This role is ideal for someone who enjoys building relationships, creating systems, managing multiple projects simultaneously, and helping translate strategy into execution.

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## Primary Responsibilities

### Individual & Institutional Major Gifts

- Lead implementation of Groundwork Ohio's individual giving strategy, including annual giving, major donor pipeline management, recurring giving, and donor stewardship.
- Develop and manage a portfolio of individual and institutional donors and prospects, coordinating cultivation, solicitation, stewardship, and recognition activities.
- Conduct prospect research and prepare briefing materials for the President & CEO and other organizational leaders before donor meetings.
- Coordinate donor meetings, follow-up, acknowledgments, proposals, and stewardship communications.
- Identify opportunities to grow corporate sponsorships, partnerships, and event support.
- Prepare annual strategies and plans to meet or exceed development budget goals.

- Design new giving programs to motivate giving and ensure mission-driven philanthropy and stewardship, delivering an engaging and meaningful donor experience.
- Track fundraising progress toward goals and maintain accurate donor moves management within the CRM.

## Foundation Grant Management

Working closely with the President & CEO, policy leadership, and program staff:

- Manage the organization's grant calendar and ensure timely submission of proposals, reports, and supporting documentation.
- Coordinate internal grant development processes, including collecting program narratives, budgets, outcomes, and evaluation information.
- Prepare grant files and maintain documentation for all foundation relationships.
- Monitor grant deadlines and reporting requirements.
- Support prospect research for new foundation opportunities.
- Assist in maintaining relationships with foundation partners through timely communication and stewardship.

## Advancement Operations & CRM

- Manage and maintain the donor and prospect records within Groundwork Ohio's constituent relationship management (CRM) system to support effective cultivation, stewardship, and fundraising activities.
- Ensure accurate gift processing, donor records, segmentation, reporting, and data integrity.
- Develop dashboards and reports that monitor fundraising performance and donor engagement.
- Create and improve advancement systems, workflows, templates, and standard operating procedures.
- Reconcile contributed revenue with the finance team on a regular basis.
- Maintain donor acknowledgment and tax receipt processes.

## CEO Advancement Support

- Partner closely with the President & CEO to execute fundraising priorities.
- Manage donor portfolios, meeting preparation, follow-up tasks, and cultivation timelines.
- Prepare briefing documents, talking points, donor histories, and fundraising materials.
- Coordinate advancement-related board materials and committee support.
- Help ensure fundraising priorities remain organized and moving forward across multiple initiatives.

## Communications & Stewardship

Working collaboratively with the communications team:

- Coordinate donor communications, stewardship campaigns, and fundraising appeals.
- Ensure donors receive timely acknowledgments and meaningful engagement throughout the year.

- Support fundraising events, campaigns, and special recognition opportunities.
- Help translate Groundwork Ohio's policy impact into compelling donor-centered messaging.

## Data & Evaluation

- Monitor fundraising metrics and key performance indicators.
  - Produce regular reports for leadership and the Board of Trustees.
  - Analyze fundraising trends and recommend opportunities for growth.
  - Use data to continuously improve fundraising performance and donor engagement.
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## Qualifications

The ideal candidate will possess:

- Bachelor's degree in nonprofit management, communications, public affairs, business, marketing, or a related field.
- Three to five years of progressively responsible experience in nonprofit fundraising, advancement, development operations, or philanthropy.
- Demonstrated experience with individual donor cultivation and stewardship.
- Experience supporting foundation grant development and reporting.
- Strong CRM/database management experience (EveryAction preferred).
- Excellent project management and organizational skills with exceptional attention to detail.
- Outstanding written and verbal communication skills.
- Strong relationship-building abilities with diverse stakeholders.
- Ability to manage multiple priorities while consistently meeting deadlines.
- Experience preparing reports, dashboards, and fundraising analytics.
- Comfort working independently while collaborating across departments.

## Preferred Qualifications

- Experience working with executive leadership and nonprofit boards.
  - Knowledge of Ohio's philanthropic community.
  - Experience with donor research platforms and grant management systems.
  - Familiarity with nonprofit finance and contributed revenue tracking.
  - Experience supporting fundraising campaigns of \$1 million or more annually.
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## General Skills & Attributes

This position requires:

- Passion for Groundwork Ohio's mission and the ability to communicate this passion to others.
- A demonstrated commitment to diversity, equity, inclusion, and belonging.
- Strong judgment, professionalism, and discretion with confidential information.

- Exceptional organizational and time management skills.
  - Initiative, curiosity, and a solutions-oriented mindset.
  - Ability to thrive in a fast-paced, entrepreneurial, mission-driven environment.
  - Strong proficiency in Microsoft Office, CRM platforms, virtual meeting technology, and donor management systems.
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## Other Requirements

- Must have the ability to work both in a traditional office environment and from home.
  - May occasionally require travel to facilitate and build relationships with key stakeholders throughout Ohio.
  - Requires routine use of standard office equipment such as computers, monitors, phones, printers, and copiers.
  - Requires the ability to remain stationary and sedentary for extended periods of time.
  - May occasionally require standing, bending, and light lifting (less than 15 pounds).
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## Competitive Benefits

- Collaborate with a team of dedicated, passionate professionals who genuinely care about Groundwork Ohio's mission, vision, and values.
  - Competitive salary with professional development opportunities.
  - Medical, dental, and vision insurance for eligible employees.
  - Retirement plan and 401(k) for eligible employees.
  - Generous vacation and sick leave policies.
  - **Salary is commensurate with experience; anticipated range is \$60,000-\$75,000 annually.**
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## Application Process

Interested candidates should submit **a cover letter and resume** directly to **Lynanne Gutierrez, President & CEO**, at [lgutierrez@groundworkohio.org](mailto:lgutierrez@groundworkohio.org) no later than **September 30, 2026**.

**Applications submitted through other means or after the deadline will not be considered.**

Groundwork Ohio is an equal opportunity employer and encourages candidates from diverse backgrounds and experiences to apply.