Job Posting
Ohio House Rabbit Rescue
Position: Director of Development and Marketing

Organizational Overview: Ohio House Rabbit Rescue (OHRR) is a not-for-profit organization whose mission is to build and operate a facility in Ohio that will provide a quality environment for rescued house rabbits, conduct a robust adoption program, and provide educational resources and programming about house rabbits and their care.

Position Summary: Full-time, exempt position
Has the responsibility for the overall fundraising and marketing of the organization
Reports directly to the Executive Director or the OHRR Board of Directors.

Selection Criteria:

- Experience in proposal writing and knowledge of funding sources
- Demonstrated ability as a team player
- Experience in successful facilitation of groups to achieve stated goals
- Demonstrated planning, organizational, and communication skills both written and oral
- Demonstrated experience in producing marketing and communication products, and in managing communication processes
- Experience with layout and design & spreadsheet and database software
- Demonstrated experience in event planning
- Demonstrated ability to work independently and to manage projects without close supervision
- Non-profit experience preferred

Specific Responsibilities:

- Responsible for development efforts including soliciting corporate and private contributions, managing a capital campaign, developing promotional publications, and other fund-raising efforts.

- Identify grant opportunities, write grants, and perform other grant management tasks as directed.

- Coordinate external communication, marketing, and public relations for the organization including serving as OHRR spokesperson.

- Manage and edit OHRR's website and Facebook page and other social media as appropriate.

- Build the visibility of OHRR, including establishing diverse contacts with businesses, central Ohio animal care/rescue organizations, and other community agencies and organizations.

- Assist with special events.

- Perform other duties as assigned.

Qualifications:

- Relevant education and/or professional experiences
- Minimum bachelor's degree required.

Salary and Benefits:

The OHRR Director of Development and Marketing position offers a salary range from $35,000 to $40,000 plus a limited benefits package.

To apply for this position:

- Click here to complete the on-line application

- Supply the following 2 items (specific directions are included at the end of the on-line application:
  a) Resume (be sure to include salary history)
  b) Response to the following question: "How does your experience align with the job posting?"

Application Deadline: March 5, 2012