



Job Title: Fund Development Coordinator, Part-Time

Responsible to: Executive Director

Responsibilities: The Fund Development Coordinator works in collaboration with the Executive Director and other Peaslee staff to grow and streamline fundraising and marketing efforts. The Fund Development Coordinator identifies and solicits individual and corporate donors; cultivates and maintains ongoing stewardship of donors through donor communications; assists in developing long-term major gift strategies.

Peaslee Neighborhood Center Background

Founded in 1984, Peaslee Neighborhood Center is a not-for-profit community organization located in Over-the-Rhine, Cincinnati. Our mission is to provide a peaceful place for residents to create and engage in participatory education to foster creative expression, self-determination, and social change.

Over the past 40 years, Peaslee has maintained educational programming grounded in popular and participatory models of teaching and learning. Our educators focus on the whole person, encouraging learners of all ages to find their voice, build strong relationships, and stay active in changing their communities for the better.

Specific Role Responsibilities

- This is a part-time position.
- Work in collaboration with the Executive Director and Fund Development Committee to resource the strategic vision and goals of Peaslee Neighborhood Center.
- Collaborate with the Board of Trustees whenever possible in building relationships with new and existing donors.
- Research, identify, and pursue opportunities to improve donor retention by deepening relationships with, and increasing giving capacity of current, potential, and lapsed donors.
- Coordinate annual giving campaigns and donor recognition programs.
- In collaboration with other staff, assist with managing Peaslee's donor database to track, report, and analyze all giving activity and trends.
- Schedule donor meetings, tours, briefings and solicitations as appropriate; follow-up with donors and solicitors.
- Engage current and potential donors with compelling written marketing and fundraising materials and donor acknowledgements.
- Assist in shaping and coordinating Peaslee's annual development operation, with particular focus on the long-term goal of positioning the organization for major capital and endowment gifts



Desired Capabilities/Qualities

- A sincere commitment to social, racial and economic justice.
- 3-5 years of development experience
- Bachelor's degree or higher
- Experience in managing a multi-faceted Annual Fund (mail, phone, electronic and face-to-face)
- Proven verbal and written skills
- Experience in and an understanding of the Cincinnati philanthropic market
- Ability to convey knowledge of and enthusiasm for the mission, strategic vision, and goals of Peaslee Neighborhood Center
- Comfortable working with staff, volunteers, board members and donors
- Experience in meeting and socializing with people from diverse backgrounds
- Strong communication, organization, time management and administrative skills
- Knowledge of Microsoft Office, Google Workspace/Team Drives, and Giftworks (or other donor database platform) required

If you have the prerequisite experience and skills, and a strong desire to make a difference, please send your resume with a cover letter to Jenn Summers at jennifer.summers@peasleecenter.org or Peaslee Neighborhood Center, 215 E. 14th St., Cincinnati, OH 45202. **Please respond by June 30th, 2026.**

Important – You must have a sincere commitment to social, racial and economic justice. Only candidates with passion and energy need apply.

Peaslee Neighborhood Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Salary Range: \$30,000-\$35,000 annually