



### Position Description

Position: **Development Director**  
Reports To: President and CEO, FOCUS St. Louis  
Hours: Full-time

#### **Position Description:**

The Development Director is responsible for developing, directing and administering all development efforts including corporate, foundation and major donor solicitation, special events and the annual appeal campaign. Reporting to the CEO and serving as an integral member of the team, the Development Director plays a creative and strategic role in driving fundraising. The Director of Development works closely with the President, Board members and volunteers in planning and organizing all development activities to fund and support the work of the organization.

#### **Qualifications:**

- Strong written and verbal communication skills.
- Experience with major gifts and grant writing preferred.
- Experience managing major fundraising events.
- Experience with Capital Campaigns.
- Proficient with computers; database management.
- Entrepreneurial: Resourceful, flexible and responsive.
- Team Player: Able to work and manage collegially in a distributed team environment.
- Achievement- Oriented: Consistently attain/ exceed individual and team goals.
- Disciplined: Brings a proven ability to deliver to plan; has a savvy and pragmatic approach to the implementation of strategic objectives.
- Effective Communicator: Proven ability to manage, negotiate and communicate successfully with partners, peers, vendors, etc.
- Strong drive for results and skilled execution.
- Have the desire to get out of the office and build external relationships.
- At least 7 years of experience in fundraising, including major gifts and corporate and foundation relations
- Experience with membership programs preferred

#### **Education**

Bachelor's degree required/Master's degree preferred.

### **Specific Responsibilities:**

- In partnership with the Development Committee, research, develop and implement all components of the annual development plan.)
  - Provide guidance and support as necessary in the strategic plan for development to meet the organization's budget needs. Monitor and report on the success or need for improvement of such plans to accomplish the development goals.
  - Assist the Development Committee Chair to recruit and support committee members. Organize, attend and support development committee and other sub-committee meetings.
  - Create and implement budget related to development, maintain development dashboard, and prepare quarterly progress reports.
  - Develop and implement annual development plan that includes:
    - Corporate and foundation gifts – implement and expand monthly schedule of solicitation calls, proposal writing, generation of reports, and thank you letters. This includes securing event sponsorships, making appointments for President and CEO and appropriate Board members and researching new local and national sources of funding.
    - Major donor campaign – implement and expand monthly schedule of solicitation letters, follow up calls, thank you gifts and letters, and yearly appreciation event.
    - Plan, implement and organize special events including (What's Right With the Region (WRWR) and FOCUS' Fall social: solicitation of co-chairs and committees, overall plan for the event, logistical arrangements, contracts for services, corporate solicitation/sponsorships of both cash and in-kind services, and development of all collateral with communications and marketing director.
    - Develop planned giving program.
  - Research sources for funding and write grant proposals requesting financial support. Administer and provide all reports to funding sources for grants received.
  - Pursue in-kind donations wherever appropriate.
  - Attend staff meetings, monthly board meetings and other meetings as required.
  - Provide input to strategic, annual and operating plans and budgets.
  - Participate in community activities and build productive relationships and partnerships with community leaders and stakeholders.
  - Represent FOCUS effectively to external audiences; develop and display knowledge of key regional issues.
  - Develop opportunities for regional, statewide and national relationships and partnerships that strengthen our communities and the organization's reputation.
- Other duties as assigned or as needed to meet to departmental or organizational goals.

### **APPLICATION INSTRUCTIONS**

Starting salary for this position will be commensurate with the appointee's background and experience and includes an outstanding benefits package. FOCUS St. Louis is an equal opportunity employer.

To make inquiries or express interest about this position please send a cover letter and resume indicating salary requirements to Dr. Yemi Akande-Bartsch, President and CEO, FOCUS St. Louis: [YemiA@focus-stl.org](mailto:YemiA@focus-stl.org). All inquiries will be kept strictly confidential. No calls please.

FOCUS St. Louis<sup>®</sup> is the region's premier leadership organization, preparing diverse leaders to work cooperatively for a thriving St. Louis region through experience-based leadership training, civic issue education and public engagement initiatives.