



Job Description for Development Manager

Salary Range: \$50,000 - \$60,000

POSITION SUMMARY:

The purpose of this position is to support the growth of the St. Louis Area Diaper Bank and the Alliance for Period Supplies by securing funding through individual donors, corporate giving, grants, and fundraising events. The Development Manager will be a self-motivated and goal-oriented professional that is passionate about helping end diaper need and period poverty. They will exhibit strong management capabilities and lead our organization's development efforts.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage and implement the organization's development plan
- Assist in the identification, cultivation, and solicitation of individual donors
- Create and implement fundraising events and corporate and individual giving programs
- Direct and coordinate the Development Committee
- Generate revenue through timely submission of well researched, well written, and well-documented grant proposals
- Identify, manage and create a grants calendar to track grant leads, application information, status, and results
- Produce the annual report and timely reports to the Board and Development Committee

FUNDRAISING AND DONOR MANAGEMENT:

- Create a robust development plan that includes strategic initiatives for annual giving efforts, grants, major gifts, and special events to meet established goals
- Ensure the plan includes detailed tactics, timelines, and critical partnerships where appropriate
- Develop meaningful relationships with prospective and current donors that facilitate their connection to and willingness to support ending diaper need and period poverty
- Research public and private grant sources (agencies, corporations, and foundations) to identify sources of funding
- Compose and submit funding proposals and prepare impact and grant reports as needed
- Build and manage a major gifts program including individual givers, foundations, corporate and community partners
- Prepare outcomes reports and grants related materials for funders as requested
- Develop internal reporting systems, keep records of all grants materials, and maintain records of outcomes, deliverables, and associated documentation prepared for funders



- Coordinate with Marketing to provide statistics, student outcomes, alumnae stories, and other information needed for donor communications, stewardship, social media, and the website
- Collaborate with and support the Executive Director and Development Committee in efforts to engage the Board in fundraising

DATABASE AND GIFT PROCESSING:

- Ensure database accuracy for donors and constituents, utilizing donor software in collaboration with the administrative assistant
- Develop and produce data for dashboards and reports that help track fundraising activities, and results and support ongoing strategic objectives
- Work closely with the Finance Office to reconcile gift reports and transactions between the donor software and the accounting software
- Prepare and send acknowledgment letters in a timely manner
- Ensure the proper receiving, allocating, recording, and acknowledgment of all gifts

REQUIRED SKILLS & EXPERIENCE:

- Bachelor's degree in marketing, communications, nonprofit management or other related field combined with 3-5 years of work experience, nonprofit experience preferred
- Ability to organize, plan, prioritize and develop all opportunities in a timely manner
- Experience managing multiple projects, meeting outcomes, deadlines and attention to follow-through
- Working knowledge of Microsoft Office 365, G-Suite and donor database software
- Strong interpersonal communications skills and demonstrated ability to write clearly and persuasively

PREFERRED SKILLS & EXPERIENCE:

- Experience as a Development Coordinator or Manager at another St. Louis nonprofit
- Experience with high net-worth donors, corporate giving, and donor stewardship with proven ability and willingness to solicit and secure large gifts
- Experience with donor databases or constituent relationship management platforms preferred

COMPENSATION:

This organization prides itself on fair, transparent and equitable compensation. We offer a generous salary, paid time-off, employer contributed health insurance, 100% employer paid dental and vision insurance, 100% employer paid life and AD&D insurance, and a 403(b).



SUBMISSION GUIDELINES:

To be considered, please email a cover letter outlining how your experiences would be a good fit for this role and your interest in working in diaper need and period poverty, a resume outlining you as a person, and three (3) professional references to Carrie Crompton, Operations and Finance Manager, at ccrompton@stldiaperbank.org.

Preference will be given to materials received before October 31, 2022. Interviews will be scheduled upon receipt and review of candidate materials. No phone calls please.