

Development Director

SUMMARY OF POSITION

Good Shepherd is seeking an experienced development and fundraising professional to fill the role of Development Director. This position will focus on donor relationships (primarily mid-level), donor acquisition, events, grant management and corporate/parish partnerships. Good Shepherd is looking for a team player with a warm and collaborative nature, who is flexible and has a sense of humor. This individual must be passionate about the Good Shepherd mission, have exceptional communication and interpersonal skills including outstanding writing and public speaking skills, and can interact comfortably in a business setting, but also be able to interact with the amazing clients we serve.

KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in a related field (business, communications, nonprofit management, youth development such as education) and/or equivalent combination of education and experience, with 3-5 years' experience in related work. Bachelor's degree desirable.
- Excellent written and oral communication skills
- Knowledge of and experience with computer and electronic communication
- Raiser's Edge or database entry and data management experience.
- Excellent internal and external customer service skills.
- Flexibility to work some evenings and weekends.

SKILLS AND ABILITIES

- Partner with the CEO, CDO and Development Team to meet strategic goals and grow fundraising revenue goals on an annual basis
- Build and maintain donor relationships, through face-to-face interaction, with a focus on mid-level donors, but also work closely with the CDO and Board of Directors regarding the acquisition, cultivation, and stewardship of major donors
- Responsible for the planning and execution of Good Shepherd's fundraising events which include, but are not limited to: a Dodgeball tournament, Golf tournament, #Safe4ANight (24-hour virtual campaign) and Christmas for Kids
- Manage the grant process to identify, cultivate, apply for and report on local grant funding
- Assist CDO in structuring and growing Good Shepherd's corporate/parish engagement partnerships
- Secure and schedule ministry representation at community events, which may require attendance outside of regular office hours
- Manage and grow the Safe Keepers monthly giving club
- Manage additional projects regarding communications/marketing, development mailings (direct mail appeals and stewardship)
- Pull and analyze data from Raisers Edge platform to make informed development decisions (i.e. LYBUNT/SYBUNT, new donor prospects, donor retention, etc.)
- Provide onsite tours and represent GSCFS at off-site engagement opportunities when needed
- Participate in Development annual fundraising planning
- Other duties as assigned by the CDO

CONTACT

To apply, please submit your resume to Walker Hill at whill@gsstl.org.