

Title: Director of Development

Reports to: Director of Mission Advancement

Purpose: The Director of Development is responsible for leading and managing the overall development program of St. Marcus. The Director of Development works closely with the Director of Mission Advancement, the leadership team and all committees involved in engaging donors, prospective donors, community members and other stakeholders. This individual will help to establish fund development goals to meet the overall financial objectives and ensure that the organization is fiscally sound and growth-focused, annually raising \$2-3 million dollars in support of programming and \$8-10 million dollars for future growth over three years. This individual is responsible for developing and executing a consistent, strategic plan to achieve these goals.

Essential Functions:

1. Serve as the director of the school's \$19 million comprehensive campaign, working closely with leadership teams and campaign cabinet board members.
2. May work with a Development Consultant on overall campaign objectives.
3. Assist with the development and oversee execution of strategies and tactics within the comprehensive development plan including major and planned gifts, corporate and foundation relations and annual and employee giving to help St. Marcus fulfill its mission through increased philanthropic contributions.
4. Manage the daily operations of the development function including the supervision of assigned personnel. Train and lead other staff to support fundraising efforts.
5. Raise funds to enable the mission of St. Marcus School by developing and nurturing current and prospective donors.
6. Identify, cultivate, solicit and steward a prospect pool of mid-level to major donors (including individuals, corporations and foundations) and work to connect them closer to St. Marcus both fiscally and personally.
7. Make specific requests to prospective donors both in person and by proposal.
8. Identify, solicit and steward corporate sponsorships and maximize individual sponsorships and ticket purchases for events.
9. Represent St. Marcus at community events, developing and maintaining relationships with donors and community leaders in order to increase the financial capacity and awareness of St. Marcus.
10. Maintain and manage pipeline activities and a cultivation calendar in collaboration with the Director of Communications.
11. Supervise grant writer and oversight of grant funding including assisting with strategic research, proposal writing, and reporting requirements.
12. Advises and collaborates on St. Marcus Church fundraising/events.
13. Develop an annual Mission Advancement team budget based on forecasting and future growth strategies.
14. Stay on top of current non-profit trends.

Skills & Qualifications:

1. Bachelor's or advanced degree
2. Minimum 5 years post graduation and professional fundraising experience in a nonprofit organization
3. Demonstrated senior leadership with strategic, policy and budget planning experience in an organization
4. Ability to think strategically and thorough understanding of strategic development
5. Proven track record of achieving revenue targets
6. High energy, adaptability and attention to detail; high degree of initiative
7. Familiarity with donor database application and ability to define donor segments and structure customized approaches
8. Excellent written and oral communication skills, as well as excellent listening skills
9. High level of computer proficiency and experience with electronic communication, including Microsoft Word, Excel, Google Apps, donor relationship database. Wealth Engine experience preferred
10. Responsive, conscientious and prompt
11. Cordial and polite with a spirit of cooperation with coworkers

Work Environment/Benefits:

1. Purpose/Mission driven work
2. Office and church/school building environment
3. Constant interruptions, fast paced, multi-focused work environment
4. Collegial and collaborative team environment
5. Many opportunities for professional development
6. Hours must be flexible to accommodate evening/weekend meetings and events
7. Four weeks vacation
8. Health Insurance
9. Opportunity to start immediately