

Position Description

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

Position Description: Director of Development

The **Director of Development** serves as the chief fundraising strategist and relationship builder for FOCUS St. Louis. This position is responsible for designing, directing, and implementing all aspects of the organization's development efforts—including major gifts, corporate and foundation relations, annual and digital campaigns, planned giving, and special events.

The Director works collaboratively with the President & CEO, Board of Directors, Director of Marketing and the Philanthropy and Engagement Committee to strengthen FOCUS's culture of philanthropy, diversify revenue streams, and align fundraising goals with the organization's strategic plan.

Qualifications

- **Education & Experience**
 - Bachelor's degree in Business, Marketing, Communications, Nonprofit Management, or related field.
 - Minimum **5–7 years of progressive experience** in fundraising or nonprofit development, with demonstrated success in donor cultivation, solicitation, and stewardship.
 - Proven record of securing **major gifts (\$100,000+)** and managing corporate and foundation relationships.
 - Experience with **grant writing, special events, and digital fundraising platforms**.
- **Skills & Competencies**
 - **Strategic Fundraiser:** Ability to design and execute comprehensive annual and multi-year fundraising plans.
 - **Relationship Builder:** Skilled at engaging corporate partners, donors, alumni, and volunteers.
 - **Digital & Data Savvy:** Proficient in donor CRM/database management (e.g., Bloomerang, DonorPerfect, Neon, Salesforce), online giving tools, and data analytics for campaign tracking.
 - **Compelling Communicator:** Exceptional written and verbal communication skills; comfortable presenting to diverse audiences.
 - **Collaborative Leader:** Works effectively across teams in a hybrid or distributed environment.

- **Results-Oriented:** Meets or exceeds goals with accountability and creativity.
- **Entrepreneurial & Adaptive:** Embraces innovation, flexibility, and continuous learning in a changing philanthropic landscape.

Core Responsibilities

Strategic Fundraising Leadership

- Develop and implement a comprehensive **annual development plan** aligned with FOCUS's strategic and financial goals.
- Lead initiatives to expand individual, corporate, foundation, and government support.
- Identify, cultivate, solicit, and steward major donors in collaboration with the President & CEO and Board leadership.
- Oversee grant research, proposal writing, and reporting for institutional funders.
- Partner with the Marketing & Communications Director to enhance donor visibility and storytelling.

Board & Volunteer Engagement

- Serve as staff liaison to the **Philanthropy and Engagement Committee** and support the Board in their fundraising roles.
- Recruit, train, and support volunteer leaders in advancing fundraising priorities and donor engagement.

Events & Campaigns

- Lead planning and execution of fundraising events, including the **What's Right with the Region Awards, Leadership Conference, the Women's History Month Breakfast**, and other donor appreciation gatherings.
- Oversee event sponsorship strategy and secure both **cash and in-kind support**.
- Coordinate with internal teams to integrate events into broader engagement strategies.

Data Management & Reporting

- Maintain accurate and timely donor records and financial tracking in the development database.
- Produce regular progress reports and dashboards for internal review and Board reporting.
- Manage the development budget and monitor fundraising performance metrics.

Team & Culture Building

- Work closely with Manager Community Engagement and Alumni Relations, Program Directors and volunteers.
- Foster a **culture of philanthropy** throughout the organization—engaging staff and alumni in fundraising and stewardship efforts.

Preferred Attributes

- Knowledge of the **St. Louis civic and philanthropic landscape**.
- Demonstrated passion for **leadership development, civic engagement, and community impact**.
- Ability to work occasional evenings and weekends for events or donor meetings.

APPLICATION INSTRUCTIONS:

Starting salary for this position will be commensurate with the appointee's background and experience and is between \$80,000-\$95,000. FOCUS St. Louis offers an excellent benefits package.

For more information about FOCUS St. Louis, please explore our website at www.focus-stl.org.

To make inquiries or express interest about this position please send a resume and cover letter indicating salary requirements to Dr. Yemi Akande-Bartsch, Executive Director: YemiA@focus-stl.org.

All inquiries will be kept strictly confidential. No calls please.

FOCUS St. Louis is an equal opportunity employer.

Recognized as a national model for civic leadership development, FOCUS St. Louis provides diverse leaders with the civic awareness and powerful connections needed to be collaborative changemakers who advance a thriving region for all. The FOCUS continuum of civic leadership program are designed to meet participants where they are, from high school students to senior executives. As a neutral convener and facilitator, FOCUS brings together community members to deliberate on critical regional issues in a trusted, nonpartisan space. Find out more at www.focus-stl.org and [@FOCUSSTL](https://twitter.com/FOCUSSTL).