

Job Description

DIRECTOR OF DEVELOPMENT

NATIONAL COUNCIL OF JEWISH WOMEN – ST. LOUIS SECTION

- I. **Job Title:** Director of Development
- II. **Reports To:** CEO
- III. **General Objective:** Provide leadership and vision to implement strategies that strengthen NCJWSTL's development opportunities and marketing reach in the community.
- IV. **Position Description:** The Director of Development is a leadership team position responsible for the design and implementation of a complete development and marketing program to successfully increase individual, corporate, foundation, government and community support and broaden awareness of NCJWSTL. The Director and department are responsible for raising 60% of the annual operating budget of NCJWSTL. The Director is responsible for ensuring the growth of NCJWSTL's fundraising/campaign portfolio including individual and major gifts, special events, grant writing, in-kind contributions and planned giving. The Director is the direct link to the marketing firm for managing all external communications.
- V. **Specific responsibilities include:**
 - A. Development
 1. Create and manage execution of the annual development plan aligned with the annual budget.
 2. Contribute to strategic planning and long range fundraising goals.
 3. Write and manage existing grants and research new opportunities.
 4. Plan and produce special events that are designed to achieve income and community awareness objectives. Current annual events include the Grape Escape, Trivia Night, Celebrating Women and other events as scheduled.
 5. Increase and strengthen individual, corporate and foundation giving.
 6. Manage a strong cultivation and stewardship program for all donors.
 7. Work with office assistant to create data to support grant writing and other initiatives.
 8. Work with the Board and Volunteers to achieve fundraising goals.

- B. Marketing
1. Create an annual marketing plan with the CEO that is strategic and includes an integrated marketing and communications strategy to build brand positioning and familiarity for all NCJWSTL development goals.
 2. Ongoing evaluation of marketing tools with recommendations as needed
- C. Attend NCJW Executive Team and Board meetings and other meetings/programs as may be required.
- D. Represent NCJW at community meetings/collaborations as necessary.
- E. Manage other projects as assigned.

VI. Qualifications include:

- A Bachelor's degree
- At least five years relevant experience in development and/or marketing
- Proven success record in raising resources of at least \$1M annually
- Strong organizational skills.
- Must be highly organized, flexible, detail oriented, self-motivated and familiar with multiple software applications.
- Excellent written and verbal communications skills.
- Experience working with volunteers preferred.
- Ability to work collegially on a team and with an entrepreneurial spirit.
- Must be proficient in MS Office and DonorPerfect.
- Must be comfortable representing NCJW in a variety of community coalitions and collaborations.
- Evening and weekend availability

This is a full-time exempt position. Benefits include health, dental and vision insurance, life insurance, PTO. Some evening and weekend work is required. Salary range is \$65-80,000, depending upon experience. Please submit resume, cover letter and salary requirements to ealper@ncjwstl.org

NCJW-St. Louis is an equal opportunity employer.

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