**Job Description: Director of Development**

**Position Title:** Director of Development   
**Department:** Development   
**Reports To:** Chief Strategy Officer (CSO)   
**Location:** St. Louis, MO   
**Employment Type:** Full-Time

**Mission:** Achieving zero health disparities through community and health system partnerships across Missouri.

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**Job Summary:**

The Director of Development is responsible for leading the organization’s fundraising and development efforts to support its mission of achieving zero health disparities. This role involves creating and implementing comprehensive fundraising strategies, cultivating and maintaining relationships with donors and partners, and ensuring the organization meets its financial goals. The Director of Development will work closely with the executive team and the Board of Directors to align development activities with the organization’s strategic priorities and health equity goals, incorporating equity-centered trauma-informed principles into all aspects of development.

**Key Responsibilities:**

* **Fundraising Strategy:**
* Develop and implement a comprehensive fundraising strategy to support the organization’s mission and financial goals.
* Identify and pursue new funding opportunities, including major gifts, corporate sponsorships, grants, and individual donations.
* Create and execute annual fundraising plans, campaigns, and events.
* **Donor Relations:**
* Cultivate and maintain relationships with current and prospective donors, sponsors, and funding partners.
* Develop and implement donor recognition and stewardship programs.
* Ensure timely and accurate communication with donors, including acknowledgments, reports, and updates.
* **Grant Writing and Management:**
* Identify, research, and pursue grant opportunities from foundations, government agencies, and other funding sources.
* Oversee the development and submission of grant proposals, ensuring compliance with requirements and deadlines.
* Manage grant reporting and ensure adherence to funding agreements.
* **Development Operations:**
* Oversee the management of the donor database and ensure accurate and timely recording of all donations and donor information.
* Prepare and present regular reports on fundraising activities, progress, and outcomes to the executive team and Board of Directors.
* **Event Planning and Coordination:**
* Plan and coordinate fundraising events and community engagement activities.
* Develop event communication plans to ensure effective promotion and participation.
* Collaborate with other program areas to support event logistics and execution.
* **Marketing and Communications:**
* Collaborate with the Communications team to develop and implement marketing strategies to promote fundraising initiatives.
* Create fundraising materials, including brochures, newsletters, and social media content.
* Ensure consistent and effective messaging across all development communications.
* **Equity-Centered Trauma-Informed Practice:**
* Ensure the integration of equity-centered trauma-informed principles into all fundraising and development activities.
* Monitor and evaluate the effectiveness of trauma-informed fundraising practices.

**Qualifications:**

* **Education and Experience:**
* Bachelor’s degree in Nonprofit Management, Business Administration, Communications, or a related field (Master’s degree preferred).
* Minimum of 7 years of experience in fundraising and development, with at least 3 years in a leadership role.
* Proven track record of successful fundraising, including major gifts, grants, and event planning.
* Experience in the public health or nonprofit sector is preferred.
* **Skills and Competencies:**
* Strong leadership and management skills with the ability to inspire and motivate a team.
* Excellent interpersonal and communication skills, with the ability to build relationships and work collaboratively with diverse stakeholders.
* Proven ability to develop and implement successful fundraising strategies.
* Strong organizational and project management skills.
* Proficiency in donor management software and fundraising tools.
* Ability to work effectively in a fast-paced, dynamic environment.
* Commitment to health equity, trauma-informed practice, and addressing social determinants of health.

**Additional Information:**

* **Travel:** Occasional travel within Missouri is required.
* **Salary:** Salary range is $80,000 - $90,000 commensurate with experience and qualifications.
* **Benefits:** Comprehensive benefits package including health insurance, retirement plans, and paid time off.

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**Application Process:**

Interested candidates should submit a resume, cover letter, and three professional references to vhollimon@chcmissouri.org by January 17, 2025.

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**The Community Health Commission of Missouri** is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.