



# Loaves and Fishes For St. Louis Inc.

## Job Description

### **Job Title:**

Development Director

### **Job Summary:**

The Development Director grows support for the mission of Loaves and Fishes For St. Louis by building strategic and favorable relationships with donors and prospects through positive communication, personal requests to give, and disciplined follow-through. The Development Director fills a crucial role by applying strategy and approach to engage individuals in face-to-face dialogue about investing long-term in the organization's mission.

The Development Director is appointed by and accountable to the Chief Executive Officer.

### **Duties and Responsibilities:**

- Support the CEO in moving the ministry forward in its developmental plan.
- Develop and implement short-term and long-term, high-impact action/giving plans to engage donor prospects face-to-face and seek their generous financial support for Loaves and Fishes' mission and vision.
- Establish and maintain contact with key individuals in businesses and foundations who may be willing to contribute funds, services, or other resources.
- Organize and oversee various capital campaigns, giving campaigns, annual giving, and special projects.
- Provide leadership for major development events.
- Provide leadership and/or assistance in internal or external communications, public relations, media resources, community organizations, and other initiatives internal to marketing and communications.
- Work with the CEO in developing print and digital marketing materials.
- Apply a disciplined approach to communication with the CEO, as this must be the primary way to stay informed and connected to LF operations and improvements.
- Research and develop grant proposals in line with the mission of Loaves and Fishes.
- Ensure compliance with government grants invoicing submission requirements.
- Manage annual funds, including donor data entry, acknowledgment letters, appeals, and stewardship calls.
- Organize broad-based communications in consultation with social media and graphic design consultants. Produce the monthly newsletter.
- Provide agency/program presentations to partner organizations and congregations as needed.
- Support administrative/office functions.

### **Recordkeeping and Reporting:**

- Ensure all donor data is entered accurately and timely into the Kindful platform.
- Collect data necessary to meet funding requirements and statistical reports.
- Maintain careful notes and always maintain the appropriate development records.

### **Teamwork and Collaboration:**

- Build relationships within the community through one-on-one networking, group meetings, and public outreach.
- Form partnerships that create resources for clients.
- Creates a good working relationship with support groups to facilitate access to area resources and encourage a collaborative effort to service clients.
- Models effective team behaviors.

- Demonstrates effective communication skills in building relationships with all employees and clients.
- Support other departments and team members as the need arises.

**Qualifications:**

- Bachelor's degree or 3+ years' experience in fund development.
- Organization-builder, detail-oriented communicator, leader, and outcomes-focused.
- Entrepreneurial mindset and can-do attitude with significant can-do and have-done experience.
- Critical thinking/judgment: ability to develop intelligent, workable solutions to challenges as they arise. Examines when to be flexible and when to establish formal policies. Values and employs creativity in problem-solving.
- Interpersonal communication: Builds relationships that garner respect and buy-in. Supports CEO in maintaining a high-performance culture and continuous quality improvement that values learning and trust in the agency's design and impact.

**LF Values and Culture:**

- CARING - We offer a light of hope and encouragement to those who feel lost and scared.
- KINDNESS - A simple act that makes a profound impact on the emotional wellbeing of others.
- RESPECT- Everyone deserves the right to be heard, regardless of financial or social status.
- DIGNITY - We honor the character and inherent value of each person.
- STEWARDSHIP - We hold ourselves accountable to our partners and clients by providing sound stewardship principles and policies to all resources that benefit those in need.
- EMPOWERMENT - We teach others how to take control of their life

**Employment Information:**

- Full-time Monday-Friday, 9:00 am-5:00 pm. Remote flexibility is offered.
- Benefits include supplementary insurance (medical/vision/dental), a matching 401(k), 160 hours of PTO (after the 90-day introductory period), and 13 holidays.
- Direct Reports: Administration Assistant, Development Assistant, Volunteer Coordinator, Development Coordinator.

**To Apply:**

Please submit a cover letter and resume to [jacki@loavesandfishes-stl.org](mailto:jacki@loavesandfishes-stl.org) with the subject line: Development Director.

No phone call, please