

DEVELOPMENT DIRECTOR

Miriam Foundation

(www.miriamfoundation.org)

Job Description

POSITION OVERVIEW:

The Development Director is responsible for strategy, planning and implementation of all Miriam Foundation fundraising programs including major gifts, planned giving, Annual Scholarship Campaign and grants. He/She will also be responsible for continuous strategic planning, implementation and outcome measurement for fund development.

Fundraising:

- Work with Executive Director and appropriate committees to establish and evaluate short and long-range development goals
- Provide staff support and direction for Planned Giving and Major Gifts
- Write grant proposals, research new grant opportunities, organize grant files and maintain a schedule of deadlines for proposals, thank you letters and follow up reports
- Direct the Annual Scholarship Campaign including timeline, appeal materials and strategies
- Plan and produce special events in conjunction with the appropriate committees and oversee the procurement of sponsorships when needed
- Build and sustain relationships with major donors and prospects. Coordinate staff and board communications with these prospects and participate as appropriate

Marketing and Communications:

- Coordinate marketing and public relations strategies with the marketing committee and appropriate program directors
- Coordinate production of marketing materials including newsletter, membership directory, brochures, annual giving, special events, annual report, major donor solicitation and planned giving
- Ensure that all foundation communications are consistent and of high quality
- Ensure that the organization web site is kept current and correct
- Assist in recruiting and training volunteers necessary for success of foundation projects

Internal Supervision:

- Supervise administrative assistant
- Supervise the timely generation of receipt acknowledgements of all donations received
- Supervise maintenance of database of donors, volunteers, staff and parents
- Supervise preparation of financial, donor, annual giving, special event and membership reports on an as needed basis
- Research and draft departmental annual budget

Board and Volunteer Support:

- Prepare materials for and attend regular board meetings
- Provide staff support for foundation and its relevant development committees
- Other related duties as directed by the Executive Director/Foundation Board of Directors

QUALIFICATIONS:

- Bachelors degree
- Proven experience in planned giving, capital campaigns and major gift fundraising
- Three years supervisory experience
- Excellent written and oral communication skills
- Must be a skilled leader and have excellent marketing skills
- Proven abilities and experience in networking and developing volunteer relations

Reports to: Executive Director

APPLICATION INFORMATION:

Please send cover letter and resume to:

Miriam Foundation, Development Director
501 Bacon Avenue
St. Louis, MO 63119

Or email to andythorp@sbcglobal.net

Or fax to 314-962-0482