



American Parkinson Disease Association-Greater St. Louis

POSITION DESCRIPTION

Position: Director of Development
Location: Greater St. Louis Chapter
Reports to: Executive Director, Greater St. Louis Chapter

Brief Description

The Director of Development is responsible for leading revenue growth through strategic identification, cultivation, solicitation and stewardship of corporate and individual prospects. The Director of Development will be responsible for executing all event-based fundraising programs for the Greater St. Louis Chapter of the American Parkinson Disease Association ("APDA") by developing relationships with and securing financial contributions from individuals, businesses and organizations in support of APDA's events, activities, and programs, and by raising public awareness to maximize service delivery and revenue generation potential in the community.

The ideal candidate is a results driven, development professional with proven experience in achieving fundraising budgets and/or growing event revenues, is familiar with the Chapter's culture and geography with knowledge of the philanthropic environment, has marketing and communications strengths, is detail-oriented and possesses the ability to work on multiple tasks simultaneously, deliver exceptional customer service, and utilize keen problem-solving and judgment skills.

PRIMARY RESPONSIBILITIES

- Identify, cultivate, solicit, and steward donors, corporate partners, foundations, and other potential funders/supporters of the organization.
- Retain new donors and sponsors as committed supporters.
- Spearhead develop and achievement of annual event revenue and expense budgets for all major events and fundraising initiatives, in accordance with annual budget and work plan.
- Develop solicitation materials, write proposals, and develop presentations.
- Lead, plan, and ensure execution of logistics before, day-of, and post-event, including conducting post-event analysis, evaluations, and recommendations.
- Prepare and maintain accurate records/data reports to evaluate and manage event.
- Responsible for timely and accurate delivery of sponsor and donor benefits with the highest level of customer service.
- Ensure accuracy of donor and sponsor data in databases and publications.

- Write, submit, and follow-up to ensure placement on press releases and stories to established contacts with local and regional media and in coordination with marketing committee.
- Maintain and broaden social networking to benefit events and the organization.
- Recruit, staff and manage volunteer planning committees with board member liaison.
- Develop and maintain event and volunteer databases, including but not limited to staffing, recruitment, supervision, training and acknowledgement.
- Secure auction, raffle and in-kind donations of goods and services for events.
- Actively participate in staff committees as necessary and appropriate.
- Assist the Executive Director and staff in other programs, tasks, and events as needed.

Disclaimer: The Employer retains the right to change or assign other duties to this position. The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person. The person may be required to perform duties outside of their normal responsibilities from time to time, as needed.

POSITION REQUIREMENTS:

- Proven experience in fundraising and development in a non-profit setting through events, forming new corporate alliances and partnerships, individual and grant support preferably with a field-based organization.
- Proven track record of revenue growth and success adhering to budget and timeline expectations
- Proven ability to engage staff, volunteers, sponsors, donors, and others and lead them toward achievement of fundraising and mission goals.
- Ability to prospect/cold-call new businesses to solicit sponsorships; comfortable with networking.
- Knowledge of philanthropic community in St. Louis.
- Ability to work effectively both independently and in a team environment.
- Experience with online fundraising tools, platforms and applications.
- Ability and willingness to travel locally and work irregular hours including attending evening or weekend meetings or events as necessary to carry out responsibilities.
- Strong computer skills and ability to use existing technology to achieve desired results. Proficient in latest versions of Microsoft Office applications including Word, Excel, Outlook, Publisher, and PowerPoint.
- Experience in donor database software and proficient in social media platforms and user fluency in fundraising databases, research tools, and web-based platforms such as wealth/foundation search tools, CRM and online fundraising platforms.
- Ability to identify and safeguard confidential information, ensuring integrity of all constituent data entered into donor database.
- Excellent interpersonal skills and ability to connect and articulate the American Parkinson Disease Association's mission and results.
- Maintain high level of integrity, diplomacy, and initiative.

EDUCATION:

- Minimum education level- Bachelor's degree, preferably in business or communications/marketing discipline and/or five years' experience in corporate development or event/fundraising or equivalent combination of education and experience. Previous experience with a nonprofit fundraising program required. CFRE preferred.

RELATED SKILLS AND KNOWLEDGE

- Focused development, sales, and marketing experience with emphasis on customer relationship building.
- Ability to establish performance metrics and indicators to measure success. Motivated to meet and exceed fundraising goals. Outcomes-driven.
- Excellent in managing deadlines. Prioritizes and manages multiple projects with ability to adapt to changes in work environment and manage competing demands, including working well under pressure.
- Highly developed verbal, written, organization and presentation skills, including proofreading and public speaking
- Demonstrates ability to build relationships with all levels of partners, volunteers and staff.
- Demonstrate ability to take initiative and work independently within a fast-paced environment. Self-starter.
- Strong interpersonal skills to communicate and foster a team environment with constituents and colleagues with diplomacy and professionalism.
- Understand business implications of decisions and align work with strategic goals.
- Detail-oriented, well-organized, efficient, and accurate.
- Able to multi-task and handle competing demands and unexpected events.
- Ability to analyze information and make timely, appropriate decisions
- Undertake self-development activities to learn new skills.

CORE COMPETENCIES

- Entrepreneurial Spirit
- Results Driven
- Stakeholder Focus
- Decision Making
- Problem Solving
- Taking Initiative
- Managing Performance
- Team Focus
- Managing Change
- Building Collaborative Relationships
- Building Trust
- Flexibility

**To apply, send cover letter, resume, references, and salary history to:
jobs@apdaparkinson.org**