

Job Title:	Director of Development
Reports To:	Executive Director
Status:	Full-time, exempt employee
Travel:	Approximately 5-10% of time
Compensation:	\$77,000 - \$102,000 annual salary; full benefits
Main Function:	Arch Grants is seeking a dynamic, results-oriented individual to refine and lead a comprehensive development program to secure stable and sustained funding sources to support entrepreneurs awarded by Arch Grants. The Director of Development will be an experienced professional who is self-motivated, goal-oriented and is passionate about economic development in St. Louis. The Director of Development will be responsible for implementing a robust development program that includes annual giving, major gifts, grant management and planned giving activities. This individual will also be responsible for identifying and cultivating current and new donors and leaders, building relationships with corporate and foundation partners, and executing engagement programs and fundraising events.

Duties & Responsibilities

Fund Development

- Create a robust development plan that includes strategic initiatives for annual and endowment (Sustained Impact Campaign) giving efforts, grants, major gifts and planned gifts to meet established goals
- Maintain systems for gift processing and ensure best practices for acknowledging and recognizing donors and leadership
 - Oversee and maintain donor database (SalesForce) to track donor and gift information; responsible for data entry, query, and report production
- Work closely with the Executive Director to develop, implement and monitor a comprehensive multi-year fundraising and development plan for Arch Grants that includes individual giving, major gifts, annual appeals, and grant-writing
 - Identify, cultivate, solicit and steward current and prospective donors and increase donor retention
- Work with the Executive Director to identify Arch Grants' funding priorities and opportunities on an annual basis
- Refine and execute annual fundraising program including annual appeals and special events
- Research and apply for grants; create effective cover letters, letters of intent, and proposals that share the mission, programs, impact and stories of Arch Grants and our Founders (entrepreneurs)
 - Prioritize staying informed about potential grant programs, funders and grant cycles
 - Maintain a detailed and up-to-date grants calendar to track grants and ensure items are submitted in a timely fashion

- Prepare outcomes reports and grants related materials for funders as requested
- Maintain internal reporting systems, keep records of all grants materials, and maintain records of outcomes, deliverables, and associated documentation prepared for funders
- Manage development team in execution of all fundraising-related activities and guide meaningful/impactful opportunities for professional development and internal advancement
- Additional tasks as assigned by the Executive Director

External Relations & Events

- Oversee and manage all elements of major annual fundraising gala, including content creation, sponsorship solicitations, guest experience, budgeting, guest/sponsor follow-up, volunteer engagement (honorary and tactical and vendor management)
- Work in partnership with leadership team (Executive Director, Director of Programs and Director of Entrepreneur Recruitment) to develop cohesive annual external stakeholder engagement strategy
- Provide strategic and creative direction to elevate and increase the annual giving program through print, digital and social media
- Collaborate with Marketing & Communications Manager to develop content and other information needed for donor communications, stewardship, social media and website
- Work collaboratively and creatively with internal and external stakeholders to appropriately position development opportunities and integrate development messages into publications, reports and collateral materials to support the cultivation and stewardship of donors
- Represent and speak about Arch Grants at conferences, events and other venues
- Stay up-to-date on trends within the entrepreneurial landscape – both in St. Louis and around the country to effectively communicate Arch Grants’ unique value proposition to external stakeholders

Qualifications:

- Ability to effectively communicate Arch Grants’ mission to a wide array of external stakeholders
- Excellent written and interpersonal communication skills (grant writing experience a plus)
- Experience with project planning, budgeting and execution
- Experience managing fundraising teams (or equivalent experience)
- Experience working with CRM system (Salesforce experience preferred)
- Proficiency with Microsoft Excel and other MS Office Suite products
- Passion for entrepreneurship, startups, and community-building

Interested applicants should send a resume and cover letter to hire@archgrants.org

Arch Grants is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.