



## Development Director

### Organization Overview

A member of Catholic Charities of St. Louis, Saint Martha's Hall is a 501(c)(3) nonprofit organization which provides a shelter care program for abused women and their children. Our mission is to help abused women and their children break the cycle of violence in their lives. St. Martha's Hall is guided by the social justice teachings of Jesus Christ.

### Position Overview

Working closely with the development staff and leadership team, and reporting directly to the Executive Director, the Director of Development is responsible for planning, developing, and executing strategies for obtaining donations in support of, and enhancing the public awareness and understanding of Saint Martha's Hall. This individual will cultivate relationships and secure support from individuals and corporations who are capable of making donations to the organization. Additionally, the Director of Development will develop and manage relationships with key volunteers and board members, ensuring a pipeline of active donors and volunteers.

This position supervises a Development Coordinator and development interns.

### Characteristic Duties:

- Work in consultation with the Executive Director and leadership team to develop a budget and communicate funding priorities for the organization.
- Provide counsel to leadership through participation in Leadership Team meetings.
- Prepare an annual development plan with monthly, quarterly, and yearly activity and progress goals.
- Qualify, develop, and manage a portfolio of annual, major, and planned giving donors.
- Work with development staff on the stewardship of assigned donors.
- Utilize all resources to identify major gifts prospects and ensure that these are cultivated and solicited in an appropriate and deliberate manner.
- Oversee contracted grant writers through management of prospect research, proposal writing, reporting, and trustee relationship management.
- Facilitate Board of Director's Development Committee.
- Oversee the management of fundraising events, database management, including gift processing and acknowledgement process, as well as marketing and social media activities.

### Required Qualifications:

- Three to five years of fundraising experience.
- Demonstrated success cultivating and closing gifts.
- Experience working with a Board of Directors.
- Strong written and verbal communication skills.

### Desired qualifications:

- CFRE certification
- Experience with strategic planning and nonprofit budgeting.
- Ability to develop effective partnerships with internal and external constituencies.
- Ability to work with people from a variety of culturally diverse backgrounds.
- Strong organizational and time management skills.
- Ability to work independently while also working as a member of the team.

**Application Instructions**

Interested candidates should send cover letter and resume to Jessica Woolbright at [JessicaW@saintmarthas.org](mailto:JessicaW@saintmarthas.org)

The Archdiocese of Saint Louis and Catholic Charities are committed to providing equal employment opportunities for all persons without regard to race, color, sex, age, national origin, ancestry, citizenship or disability, or other categories protected by laws which are not inconsistent with the teachings of the Roman Catholic Church.