

We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Director of Development**
FLSA Status: **Full-time, Exempt**

Reports to: **CEO/ Executive Director**
EEO Code: **2**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The **Director of Development** is responsible for raising contributed income to help sustain and grow the ongoing operations of SVDP and increase community awareness of SVDP's mission and programs.

Essential Duties and Responsibilities:

- Manage all activities related to the planning, analysis, execution, evaluation, and growth of fund-raising with close collaboration and coordination with the Board of Directors, CEO/Executive Director, Associate Director of Community Supports and Director of Volunteers and Conferences
- Plan, develop, implement and evaluate strategies and plans for fund-raising for expanding the base of support from current sources, acquiring new sources, and developing new approaches
- Manage SVDP's private and corporate grants process and grow the private and corporate foundation and grant resources. Develop relationships that will provide for a consistent flow of funds to allow for SVDP's various programs to be self-sustaining
- Establish and execute a planned giving strategy for the organization thereby building SVDP's quasi-endowment funds to a level that will provide for a sustainable revenue flow to support operations
- Manage and grow revenue through effective direct appeals and special events
- Manage and improve donor and prospect record-keeping and reporting systems including tracking donor participation, identification, and cultivation of prospects, and donor acknowledgment system. Knowledge of CRM/donor database systems – e.g. Raiser's Edge is important
- Build and maintain relationships with existing and new individual and corporate donors, foundations, human service agencies, and government agencies involved in grant and program funding
- Assist the Coordinator of Communications and Public Relations in overseeing and managing public relations efforts, including creating, developing, and distributing informational materials, monthly newsletters, annual reports, brochures, advertising, and fund-raising materials
- As a member of the management team:
 - Serve as an advocate for SVDP in the wider community spreading awareness of the organization, its mission, goals, and achievements
 - Assist in the training, development, and supervision/collaboration with the Senior Development & Events Coordinator, and the Development Associate
 - Report periodically to and provide direct support to the Development Committee of the Board of Directors
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Excellent communication skills, both written and verbal, and strong public speaking skills
- Experience with and knowledge of planned giving and major gift campaigns
- Experience cultivating major donors for nonprofits including individuals, corporations, and foundations
- Ability to interact successfully with a wide range of individuals including agency clients and employees, and Corporate, Foundation, and major individual donor prospects
- Experience cultivating relationships with and securing funding from Government, Corporate, and Foundation members at the executive level
- Ability to present gift proposals to prospective donors and close on such proposals
- Resourceful and well organized
- Participative management style – an advocate of the team concept

Education, Qualifications, Certifications, Trainings, Licenses:

- Bachelor's degree in a related field and a minimum of five years in fund-raising, planned giving and major gift campaigns
- A combination of education, training, and experience that results in demonstrated competency to perform the work may be substituted
- Valid Driver's License
- Commitment to the Mission, Vision, and Values of St. Vincent de Paul Louisville
- Successfully pass any required pre-employment background and drug screening

Reporting to this position: Senior Coordinator of Development

Physical Demands/Effort/Work Environment:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. Must be able to climb stairs. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

Apply online: www.svdplou.org

Email cover letter and resume to: mtull@svdplou.org

Mail cover letter and resume to:

St. Vincent de Paul Louisville

Attn: HR Director

PO Box 17126

Louisville, KY 40217-0126

St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)