



DEVELOPMENT TALENT – PROFESSIONALS for GROWING NON-PROFIT

Major Gifts & Events for Major Donors

– Salary commensurate with experience and abilities. This is a full time, exempt position.

SUMMARY: Faith based, non-profit organization experiencing a season of dynamic growth and re-visioning is searching for the perfect fit. This person will report directly to the President of the organization. He/she is responsible for planning and directing activities related to fundraising, donor care and cultivation, and donor advertising and acquisition. This person supervises staff working in the advancement area to include social media. This individual participates in strategic planning activities with other senior staff members, the President and Board of Directors. This person will work as part of a contemporary and energetic Management Team in a spiritually vibrant atmosphere.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Facilitate the development of a proposed annual Advancement Plan and then vet that plan with President, Leadership team, and Advancement team
- * Work with President and Operations/Finance Manager to prepare revenue forecasts and identify revenue sources for the organization.
- * Provide strategic oversight for organization's fundraising events.
- * Develop and implement a plan to care for and cultivate donors, building and implementing a donor development strategy.
- * Utilize the Raisers Edge donor data base to optimize fundraising effectiveness.
- * Supervise grant research and writing (preferred)
- * Direct and support Advancement staff.
- * Work collaboratively with leadership team in strategic planning.
- * Social Media: Facilitate development of social media plan and provide strategic oversight.
- * Must develop a comprehensive understanding of all facets of the organization and be able to communicate the vision and mission of organization in ways that motivate all donors/prospective donors.

Education/Experience

- * Associates Degree or equivalent in administration, public relations, communications or related field.
- * 2-3 years experience in a non-profit setting preferred.
- * 2-3 years fundraising experience.
- * Should be able to demonstrate resourceful problem solving skills.
- * Ability to organize and prioritize work and manage multiple tasks in a collaborative setting.

Computer Skills

- * Must possess advanced computer skills in Word, Excel, PowerPoint, Razor's Edge or similar database applications.

Send Cover Letter/Resume in reply to this ad to HR@thrivestlouis.org.