



Job Description

Position:	Director of Development
Hours:	Part-Time, 15–20 hours per week (flexible schedule)
Reports to:	Executive Director
Location:	Hybrid (On-site & Remote)
Date:	March 2026
Salary:	\$50,000 annually (starting)

Position Summary:

St. Louis Life seeks a relationship-driven and strategic fundraising professional to build and lead a focused development function. This part-time Director of Development will strengthen individual giving, grow the endowment, support capital initiatives, and expand planned giving efforts.

This role is designed for a self-starter who is comfortable building systems, cultivating donors, and working closely with leadership and board members. The Director of Development will partner with the Executive Director and Board to deepen donor relationships and increase contributed revenue in support of the organization's long-term sustainability.

Specific Duties:

Development Planning

- Create a development strategy that utilizes major giving campaigns and planned giving to support St. Louis Life's expansion efforts to strengthen individual giving, grow the endowment, support capital initiatives, and expand planned giving efforts.

Individual Giving and Major Gifts

- Develop and implement an annual individual giving strategy.
- Identify, cultivate, solicit, and steward major donors and prospects.
- Manage a portfolio of individual donors.
- Support leadership, board members, and volunteers in donor engagement efforts.

Campaigns and Strategic Events

- Design and execute strategies for campaigns and events in support of programmatic and operational needs.
- Develop campaign and event messaging, case statements, and supporting materials.

- Track campaign and event progress and provide regular reporting to leadership and the Board.

Endowment and Planned Giving

- Build and implement a structured planned giving program.
- Develop materials and outreach strategies that encourage legacy gifts.
- Integrate endowment growth into broader fundraising communications.

Donor Stewardship and Communications

- Oversee donor acknowledgment and stewardship processes.
- Strengthen donor communications, including impact updates and annual reporting.
- Ensure consistent and meaningful engagement with long-tenured families and supporters.

Systems and Infrastructure

- Oversee the donor database.
- Develop clear fundraising metrics and dashboards.
- Establish policies and procedures that support sustainable development operations.

Education/Experience

- Bachelor's degree or higher preferred.
- Minimum of 5 years of nonprofit fundraising experience, with demonstrated success in major gifts and individual giving.
- Experience managing structured fundraising initiatives or capital campaigns preferred.
- Experience building or growing planned giving programs preferred.

Skills Required:

- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to work independently and manage multiple priorities.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Proficiency with donor databases/CRMs and fundraising software.
- Passion for the mission of the organization.
- Strong critical thinking and analytical skills.
- Ability to relate to individuals with intellectual and developmental disabilities and their families.
- Understands and demonstrates ethical behavior and practices.
- Creativity/Innovation