



L'Arche St. Louis
Role Description – Development Manager

Summary of Role: The Development Manager, a new position at L'Arche St. Louis, will create and implement a sustainable fundraising plan with a focus on individual major donors and relationships with key foundations. The Development Manager is also responsible for major events, preparing outreach materials, overseeing mass communication and managing donor and outreach data.

Organizational Relationships: The Development Manager reports to the Community Leader/Executive Director (CL/ED) and works collaboratively with the Leadership Team and appropriate board committees.

Key Responsibilities:

- Develop and implement a plan that includes fundraising strategies, priorities, and timelines in collaboration with the CL/ED and the appropriate committee of the Board of Directors.
- Lead efforts to identify, cultivate, solicit, and steward foundations and individual donors in collaboration with the CL/ED and acknowledge all contributions.
- Conduct research to identify potential new foundation, church, civic, corporate and individual donors. Arrange for potential new donors to meet with the CL/ED, and follow-up with all donors on a planned basis.
- Write letters of inquiry, proposals and reports to funders and maintain a schedule of deadlines for the submission of proposals and reports.
- Plan, develop and oversee events that will raise awareness of L'Arche St. Louis, build community and effectively communicate L'Arche's mission and identity, goals and programs.
- Work closely with the Chair of the Development Committee and ensure that major objectives of the committee and Board are achieved. Oversee the successful organization of existing L'Arche St. Louis events, including our annual prayer breakfast.
- Build relationships with local businesses and solicit in-kind and financial support.
- Facilitate staff, board, family and volunteer participation in fundraising efforts.
- Research, build support for and propose new events.
- Draft and oversee production of marketing and communication materials including the production of our bi-annual printed newsletter and appeal letter.
- Ensure that the website is up-to-date and attractive.
- Propose, oversee and evaluate use of social media.
- Ensure that donor data is complete, accurate and useful.
- Analyze data to assess annually the cost effectiveness of events and outreach strategies.

Qualities & Qualifications:

- Can embrace the mission and values of L'Arche
- Bachelor's degree and 2+ years of experience identifying, qualifying, cultivating and soliciting major individual, corporate and foundation gifts in a non-profit environment
- Demonstrable and quantifiable success in identifying, qualifying, cultivating and soliciting gifts
- Knowledge of donor databases

- Event planning and execution experience
- Ability to collaborate with CL/ED, board committees and all levels of L'Arche as needed
- Excellent oral and written communication, including a passion for storytelling
- Accurate and attentive to detail
- Ability to organize and manage multiple projects, set priorities, and meet deadlines
- Promptness, accountability and dependability
- Ability to build relationships with a diverse range of people
- Ability to be flexible
- Proficiency in computer skills, including the Microsoft Office Suite, Google Suite, and donor database software
- Ability to use new media
- Ability to pass a background check

Evaluation: To be evaluated annually by a process facilitated by the Assistants Coordinator.

Classification: Full-time, exempt

Expected Hours of Work

L'Arche offices are open Monday through Friday, 8:30 a.m. to 5 p.m. Some flexibility in hours is allowed. Some weekend, evening, and holiday hours are required. This position will require some travel.

Compensation: Compensation and benefits will be commensurate with experience.

To apply:

Please submit the following to Andy Thomas, Assistants Coordinator **by December 31, 2018** via email (recruitment@larchestlouis.org):

- Cover letter
- Resume
- Three professional references including telephone numbers and email addresses
- Support materials that clearly demonstrate your fundraising achievements and successes

AAP/EEO Statement

L'Arche St. Louis is an Equal Employment Opportunity Employer and will accept applications, hire qualified applicants, administer all terms and conditions of employment, and make available all benefits and compensations of employment without regard to race, color, religion, sex, national origin, disability (as defined by law), or age except when such constitutes a bona fide occupational qualification necessary to proper and efficient administration. L'Arche St. Louis complies with all applicable federal, state, and local laws with regard to equal employment opportunity.