



Position:

Director of Development

Classification:

Exempt

Salary Range:

\$40,000-\$50,000 plus healthcare, dental, retirement, and generous paid time off

Position Type:

Full Time

Expected Hours of Work:

Monday-Friday: Some weekday evenings and weekend hours will be required as needed for meetings and special events.

Reports to:

Chief Executive Officer

Expected Start Date:

September 6, 2022

Mission:

Seed St. Louis's mission is to empower people and communities to grow food

Vision:

Equitable access to fresh healthy food throughout the St. Louis Region

Purpose:

To provide the community with the education, resources, and a network to grow their own food

Summary:

Enthusiastically leads the organization's efforts in fund development for both operations and capital. This role is part of the Seed St. Louis leadership team. This position is full-time exempt.

Essential Functions:

- Fosters a culture of philanthropy throughout the organization, and creates a donor-centered approach that nurtures loyalty through a comprehensive relationship-building program including cultivation and communications.
- Manage and evaluate fund development activities including:
 - Annual appeal
 - Corporate partner program
 - Fundraising special events
 - Keep informed of developments in philanthropy and fund development
- Organizational skills revolve around building structure, boosting productivity, and prioritizing the right tasks at the right time.
- Works with the Chief Executive Officer, Chief Operations Officer, Board of Directors in leading the organization, and a consultant for the capital campaign currently underway.
- Manage the External Affairs Committee

Desired Skills & Resources:

- Passion for Seed St. Louis' mission to empower people and communities to grow food.
- Bachelor's degree in related field of study, or equivalent work experience in a related field required. Master's degree preferred.
- Experience with events to bring people together who are all committed to a specific cause.
- Minimum of three (3) years in a development.
- Demonstrates a high level of professional and ethical conduct to represent Seed St. Louis to the community and with donors.
- Excellent written, verbal, and presentation skills, including strong internal communication.
- Ability to successfully prioritize and manage multiple tasks simultaneously with a high level of accuracy.
- Knowledge of Microsoft products, Google products, and computer databases and reporting.
- Reliable transportation.

- Membership of a professional association is preferred.

Travel:

Frequent local travel throughout the St. Louis metropolitan area is required - 30% or more.

Work Authorization:

- Must be at least 18 years of age
- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986
- Must complete a Missouri State Highway Patrol Background Check
- Must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, if hired, present proof of vaccination by start date

EEO Statement:

Seed St. Louis, does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, genetic information, or any other basis prohibited by applicable law.

Accommodations:

Seed St. Louis is committed to providing qualified individuals with reasonable accommodations to perform the essential functions of their jobs. Additionally, if you (or another applicant of whom you are aware) require assistance accessing or reading this job posting or otherwise seek assistance in the application process, please contact info@seedstl.org

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply please send a resume and cover letter to info@seedstl.org with the subject line Director of Development and your name. Please do not contact the organization regarding this open position.

Please visit www.seedstl.org to learn more about our organization.