



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

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

## EMPLOYMENT OPPORTUNITY

### Overview:

St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhoods. Through our homeless shelters, supportive housing programs, professional case management services and retail thrift stores, we provide compassion, hope and direction for people struggling to overcome barriers to self-sufficiency.

### Position Summary:

The **Director of Development** is responsible for raising contributed income and increasing community awareness of the Agency's mission and programs.

### Essential Duties and Responsibilities:

- Manage all activities related to the planning, analysis, execution, control and evaluation of fund-raising with close collaboration and coordination with the Director of Communications
- 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/supervise donor and prospect record keeping and reporting systems including tracking donor participation, identification and cultivation of prospects and donor acknowledgement system
- 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
- Manage Grants and assist in identifying and matching program and operating needs with grant funding opportunities, research grant opportunities. Oversee completion and ensure filing of grant applications on a timely basis to secure funding for program and general operating needs
- In collaboration with the Communications Coordinator, help manage public relations efforts, including creating, developing, and distributing informational materials, monthly newsletters, annual reports, brochures, advertising and fund-raising materials
- In collaboration with the Communications Coordinator, help maintain and assure that the content of the agency's website is current and up to date
- As a member of the management team:
  - a. Serve as advocate for the Agency in the wider community spreading awareness of the Organization, its mission, goals and achievements
  - b. Participate in regularly scheduled staff meetings
  - c. Assist in the training, development and supervision/collaboration with the Development Coordinator and Development Associate
- Serve as leader of the Development Committee
- Other duties as assigned

### Specific Knowledge, Skills, Abilities:

- Excellent communication skills, both written and verbal
- Strong public speaking skills
- Ability to interact successfully with a wide range of individuals including agency clients and employees, and Corporate, Foundation and major individual donor prospects
- The ability to establish a rapport and cultivate relationships with 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 – advocate of team concept

**Education, Qualifications, Certifications, Trainings, Licenses:**

- Bachelor's degree in related field
- Minimum of three years in fund-raising
- Three or more years in business management
- 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 and goals of St Vincent de Paul
- Successfully pass any required pre-employment background and drug screening

**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.

St Vincent de Paul 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.

To apply, interested applicants may apply online via [www.louisvilleworks.com](http://www.louisvilleworks.com) - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul  
HR Director  
1015-C South Preston St  
Louisville, KY 40203  
Email: [dflanigan@svdplou.org](mailto:dflanigan@svdplou.org)

Cover letters are appreciated.

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