



Development Director Position Description

Annie's Hope – The Bereavement Center for Kids is a community-based nonprofit whose mission is to serve children, teens, and their families who are surviving the death of someone significant. The organization began in 1998 with three board members meeting over a cup of coffee. From this grass roots start, an eight-week support group was initiated in donated space. Since then, the organization has expanded to over ten programs and services, more than 200 volunteers, seven staff persons and a budget of over \$300,000. Rapid growth is expected through the next few years to include eight staff members, new office/program space, additional programs, and a budget close to \$500,000. The vision of Annie's Hope is to become the “go to” center for grieving kids and families in the greater St. Louis region.

Annie's Hope is in search of a detail-oriented, energetic, team player, friendly, warm, compassionate person who believes in the mission and who will advance the organization in the areas of fund raising and communications. This individual will need to leverage his/her fundraising experience to design, implement, and evaluate a successful, comprehensive, integrated fund development strategy.

Skills and Experience:

- Willingness and ability to convey warmth, compassion, respect, and non-judgment to persons in grief.
- A minimum of a Bachelors Degree. CFRE ideal.
- An appreciation of core fund development concepts.
- Self starter with extreme comfort demonstrating networking, advocacy and relationship building skills.
- Experience using Microsoft Office Professional
- Ideally, experience in Salesforce.com CRM platform, preferably nonprofit, and Adobe Creative Suite.
- Strong marketing/public relations experience.
- Exceptional organizational skills.
- Superior interpersonal, and oral & written communication skills.
- Knowledge about resources in the greater St. Louis region.
- Thorough knowledge & experience designing, managing and evaluating a capital campaign.
- Strong time-management skills.
- High comfort level presenting to large and small groups.

Duties and Expectations:

- Oversees all fundraising efforts – individual donor cultivation & retention, grant applications, sponsorships, direct mail, events, third party events.
- Design, implement, & evaluate a thorough planned giving program.
- Design and implement a third party fundraiser application & acceptance process.
- Liaison to third party fundraising groups.
- Manage donor appreciation efforts.
- Review and revise fundraising plan on an annual basis in collaboration with ED, as a reflection of fundraising data, and in alignment with the strategic plan.

- Prepare reports for ED and Board of Directors as requested.
- Develop, implement & evaluate communications plan.
- Ensures accurate data entry for all fundraising efforts in Salesforce.com.
- Attends fundraising events.
- Serves as an Ambassador for Annie's Hope to the St. Louis region.

Reporting Relationships:

- This position reports to the Executive Director.
- The Grants Manager reports to this position.

Hours, Vacation and Benefits:

- This position is a part-time position, 20 hours per week.
- First year of employment – ten days paid vacation and five days unpaid vacation, plus a minimum of seven days of holiday paid time off.
- Currently, there are no health or dental benefits.

Please send cover letter, resume and a one page writing sample addressing why kids' grief matters to:

Becky Byrne, Executive Director
Annie's Hope – The Bereavement Center for Kids
1333 W. Lockwood, Suite 104
St. Louis, Mo 63122

For more information about Annie's Hope, please visit www.annieshope.org