

REPORTS TO: Chief Executive Officer

DIRECT REPORTS: Opportunity to create a dynamic team

SALARY RANGE: \$125,000 - \$140,000

Position Description

Starkloff Disability Institute (SDI) seeks to hire a Chief Development Officer who is responsible for achieving the organization's fundraising goals. They will have direct responsibility for raising funds through major gifts, annual giving, corporate and foundation grants, planned giving, and special events.

The Chief Development Officer also oversees marketing, branding, public relations, advertising, and other communications initiatives. In this role, they will work closely with the entire leadership team at the organization, the Board of Directors and various Board committees, including the Development Committee, to build and implement a successful development strategy. They will also collaborate with client groups, media, and other audiences, as necessary.

About Starkloff Disability Institute

SDI's mission is to build inclusion where we live, learn, work, and play through disability-led programs that advance economic opportunity and transform lives. We work to help disabled people thrive by acting on both sides of the problem: (1) Empowering disabled individuals to succeed in their careers, and (2) partnering with companies and community partners to create more inclusive environments and practices. Our programs and events promote disability confidence and equip disabled individuals with the tools they need to thrive in the workplace. To learn more about SDI's mission, team, and programs, visit us at www.starkloff.org.

Core Functions

- Working with the Board of Directors, the Board Development Committee, and staff leadership, meet fundraising targets on the yearly scorecard. Report fundraising results compared to budget to the CEO and to the Board throughout the year.
- Create annual major gifts (contributions of \$1,000 or more) plan, set quantifiable goals and objectives, and see to their success fulfillment. Increase support from major donors by identifying prospective major donors, cultivating meaningful relationships with them, directly soliciting support, ensuring that gifts are allocated according to donors' wishes and that donors are recognized appropriately.
- Provide direction and oversight to the annual fund campaign, including case development, budget oversight, creation, and production of communications.
- Provide direction and oversight to special events dedicated fundraising.
- Direct grant-request process and, when appropriate, build relationships with foundation officials.
- Working with the organization's leadership team, identify funding priorities and opportunities within the organization.
- Direct public relations and marketing initiatives. Ensure continuity of tone and message, shepherd and oversee branding process organization-wide, direct communications and marketing efforts related to organization programs.
- Serve as the spokesperson for the organization to the media as appropriate.
- Direct fundraising database administration.
- Supervise fundraising staff, fundraising consultants, and communication professionals.
- Working with the CEO and the Board of Directors to help develop the Board: facilitate the selection process; facilitate committee process; function as a Board liaison to build strong, lasting relationships between the organization and Board members. Help keep the Board regularly informed about the meaningful work at the organization.

Core Competencies

- First-hand experience in directing a development department responsible for raising at least \$3 million annually.
- Ability to direct successful annual fundraising campaigns.
- Ability to effectively scale development department operations to increase revenue.
- Ability to teach and train others.
- Dedication to stewardship of donor gifts: prompt and accurate reporting of the uses of contributions; support of donor wishes and appropriate donor acknowledgement.
- Ability to direct multiple vendors and staff to achieve specified goals; ability to translate programming opportunities into successful marketing efforts as appropriate.
- Strong critical thinking skills and sound, ethical decision making.
- Ability to determine marketing and communications goals; ability to direct the implementation of marketing and communications plans.
- Ability to motivate a development and communications team and to enlist staff organization-wide in helping with development efforts.
- Ability to communicate well in speech and in writing.
- Ability to convene diverse stakeholders to collaborate on shared goals.

Qualifications

- Education & Certification:
 - Bachelor's Degree required
 - CFRE preferred
- Experience
 - 7-10 years of successful fundraising experience, preferably at social service organizations.
 - Major Gift Campaign experience preferred with either capital campaigns and/or endowment campaigns.
 - Supervisory experience in motivating teams to meet goals.

Culture Fit

At SDI, we are an Equal Opportunity Employer and are dedicated to creating an inclusive and accessible environment where all individuals are valued and respected, regardless of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, disability, veteran status, or other legally protected characteristics. We are committed to promoting diversity, equity, inclusion, and accessibility in all aspects of our work, and we seek candidates who share these values and are passionate about advancing our mission.

Compensation & Benefits

- Salary range: \$125,000 - \$140,000
- Comprehensive health insurance, including medical, dental, & vision
- 3 weeks of Paid Time Off
- 11 paid holidays
- 401(k) retirement plan

Work Environment

- In-person at St. Louis office and events throughout the St. Louis region.

Application Process

If you are interested in this opportunity, please submit your cover letter and resume to careers@starkloff.org. In your cover letter, be sure to include one or two examples of instances where you successfully closed individual or corporate major gifts of \$10,000 or more through personal donor engagement efforts.

SDI is committed to the highest standard of disability inclusion and accessibility. If you need any assistance or wish to request accommodations, please email careers@starkloff.org. Example accommodations include ASL interpreters, extended interview times, or alternative interview formats.