



NOW HIRING:
Donor Engagement Manager
Onsite | St. Louis, Missouri

ABOUT STARKLOFF DISABILITY INSTITUTE

At Starkloff Disability Institute (“SDI”) you will support the mission 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.

WHAT YOU’LL DO AS DONOR ENGAGEMENT MANAGER

Reporting to the Chief Development Officer (“CDO”), you will manage a variety of fundraising initiatives including special events, donor cultivation, annual giving, and donor stewardship. You will play the crucial role of nurturing and growing SDI’s base of supporters, guaranteeing resources to expand SDI’s mission and create a more inclusive community in St. Louis and beyond. Core responsibilities include:

- **IDENTIFY, SOLICIT, & CULTIVATE DONORS** – Partner with SDI leadership to support a development strategy for donor identification and cultivation. Support the CDO, CEO, and Board Members as they solicit major gifts on behalf of SDI. Directly solicit gifts for annual fund, crowdfunding, and direct mail campaigns. Provide updated reports to SDI’s CDO, reflecting fund development activities and program updates.
- **DRIVE CREATIVITY IN DONOR STEWARDSHIP** – Drive engagement through the creation of compelling donor communications, including direct mail, digital campaigns, direct donor solicitation, and gift acknowledgement. Identify and implement creative communication strategies, and partner with SDI team members to ensure timely, polished materials consistent with SDI’s voice and brand.
- **ENGAGE DONORS THROUGH SDI EVENTS** – Serve as lead for annual and special events, partnering cross-functionally with SDI team members and volunteers to execute creative, meaningful donor engagement experiences. Maintain event timelines, secure venues and vendors, and support onsite event execution.
- **TRACK & MAINTAIN DONOR DATA** – Manage and oversee donor database to ensure tracking of all solicitations, contributions, and donor activities. Create meaningful reports to track progress on team fundraising goals, and leverage database to support individual donor research and meeting preparation.

WHY JOIN US?

- **MAKE A FOREVER IMPACT IN OUR COMMUNITY** – Become part of a journey in building inclusive environments and helping disabled people thrive. We are seeking a team member who is passionate about making a difference and is looking for a forever impact in their work.
- **JOIN AN INCLUSIVE, ACCESSIBLE, & COLLABORATIVE TEAM** – Our team at SDI is dedicated to creating an inclusive and accessible environment where all individuals are valued and respected. Join a passionate, collaborative team that is dedicated, supportive, and empowering.
- **COMPETITIVE COMPENSATION & COMPREHENSIVE BENEFITS** – Compensation includes an annual base salary (\$55,000-\$70,000). SDI also offers comprehensive health insurance including medical, dental, and vision (75% employer paid for the employee); 3 weeks of PTO; 11 paid holidays; 401(k) retirement plan; a flexible, hybrid work environment; and professional development opportunities.

IS THIS A MATCH FOR YOU?

- You **believe in the mission** of SDI and want to play a key role in seeing disabled people thriving!

- You have gained **3-5+ years of nonprofit fundraising and development experience**, including event management, database management, and donor engagement experience. You have experience and/or aptitude to directly solicit donor gifts and are comfortable promoting an organization's mission and impact.
- You are **well-versed in proactively communicating** with a wide array of internal and external stakeholders. You confidently interact with donors and team members at all levels and react with diplomacy and tact. You bring experience communicating impact and organizational needs to donors, internal stakeholders, senior leadership and Board Members.
- You bring **experience and comfort with a diverse spectrum of team members and stakeholders**.
- You have **superior organization and project management** skills with an ability to manage multiple tasks and deadlines simultaneously. You have coordinated and supported events and can juggle timelines and vendor communications to ensure successful, polished event execution. Serving as both player-and-coach is a natural leadership style for you.
- Solid **technology and computer skills** including proficiency with MS Office, OneNote, virtual meeting platforms, and CRM/donor database systems (Bloomerang).
- A two or four-year college degree is preferred yet not required.

LOCATION & TRAVEL

This position requires an on-site presence at SDI's office five (5) days a week. Standard office hours are 8:30am-5:00pm with professional flexibility afforded for occasional remote work. Periodic local travel to SDI meetings and events will be required. Current office is based in downtown St. Louis at 6 Cardinal Way, Ste. 900, St. Louis, MO, 63102. Covered parking is provided.

READY TO APPLY?

Take the next step and share your resume with Occhio Search & Recruitment. To apply, visit www.occhiosearch.com and or apply online via LinkedIn. For questions, contact hannah@occhiosearch.com. All resumes, referrals and general inquiries will be held strictly confidential. **No direct inquiries with Starkloff Disability Institute, please. We ask that you direct all questions, referrals, and applications to our retained search consultants at Occhio.**

Starkloff Disability Institute is an Equal Opportunity Employer and we welcome differences in form of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, disability, veteran status, or other legally protected characteristics. All applicants who share this goal are encouraged to apply. ***If you need assistance or wish to request accommodations, please email Hannah Phillips at hannah@occhiosearch.com. Example accommodations include ASL interpreters, extended interview times, or alternative interview formats.*** We look forward to hearing from you!