



**NOW HIRING:**  
**Annual Fund Manager**  
**Onsite | St. Louis, Missouri**

*Advance Your Career in Fund Development –  
Join a High-Impact Team Committed to Disability Inclusion!*

## **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](http://www.starkloff.org).

## **WHAT YOU’LL DO**

In this newly created position, you will join a small yet mighty development team. In close collaboration, you will work with SDI’s new Chief Development Officer (“CDO”) and a dedicated Grant Writer to grow and nurture a base of annual support. You will build best donor management practices, lead annual giving campaigns, develop individual donor relationships, and coordinate special events. Core responsibilities include:

- **BUILD AN ANNUAL FUND & STEWARDSHIP CALENDAR** – Drive year-round donor engagement through use of creative communications, including direct mail and digital campaigns. Calendar and plan tailored communications ensuring SDI’s voice, events, programs and mission resonate with segmented donors.
- **ENGAGE DONORS THROUGH SDI EVENTS & RELATIONSHIP BUILDING** – Plan and coordinate SDI donor events, partnering cross-functionally with SDI team and volunteers to foster meaningful donor engagement. Manage event timelines, secure venues and vendors, manage invitations and responses, and support onsite event execution. Assist in the creation of a young professionals group, and identify additional opportunities to expand the donor base and broaden the reach of SDI’s mission.
- **TRACK & MAINTAIN DONOR DATA** – Manage and oversee donor database (Bloomerang) to ensure tracking of all solicitations, contributions, and donor activities. Create meaningful reports to track progress on fundraising goals, individual donor giving, and moves management.
- **SUPPORT DONOR CULTIVATION** – Provide support and prepare SDI’s CDO, CEO, and Board Members as they solicit major gifts on behalf of SDI. Research prospects and provide insights on giving trends. Support relationship development and materials needed for donor conversations and solicitations.

## **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 insurance including medical, dental, and vision (75% employer paid for the employee); 3 weeks of PTO; 11 paid holidays; 401(k) retirement plan; flexible work environment; paid parental leave; 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! *Experience with disability a plus.*
- You have gained **2-4+ years of donor relations and/or nonprofit development experience**, including event management, database management, and donor communication experience. You have experience and/or aptitude to directly engage with donors and are comfortable sharing an organization's mission and impact.
- You have **exceptional organization and project management** skills with an ability to manage multiple tasks and deadlines simultaneously. You value an opportunity to **create structure and processes**, and you can manage an annual communications calendar with care and **attention to detail**.
- You have coordinated and supported **events** and can juggle **timelines and vendor communications** to ensure successful, polished event execution.
- 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 with donors, internal stakeholders, senior leadership and Board Members.
- You bring **experience and comfort with a diverse spectrum of team members and stakeholders**.
- You have **strong 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 is primarily in-person with professional flexibility afforded for occasional remote work. Standard office hours are 8:30am-5:00pm Monday through Friday. 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 at no cost to the employee.

### READY TO APPLY?

Take the next step and share your resume with Occhio Search & Recruitment. To apply, visit [www.occhiosearch.com](http://www.occhiosearch.com) and or apply online via LinkedIn. For questions, contact [hannah@occhiosearch.com](mailto: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](mailto:hannah@occhiosearch.com). Example accommodations include ASL interpreters, extended interview times, or alternative interview formats.*** We look forward to hearing from you!