



DEVELOPMENT MANAGER

POSITION SUMMARY

The Development Manager will support the organization in substantially growing the organization's fundraising activities over the next several years. This person will have primary responsibility for all individual giving fundraising strategies, including mailed and email appeals, online giving, planned giving, and donor stewardship. This position is currently responsible for raising approximately \$100,000 annually; this amount is expected to increase over the next three years.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Lead donor prospecting efforts, creating pathways for new donors to support Empower.
- Create and implement a donor stewardship & cultivation program.
- Plan and execute small donor-centric events as part of donor and cultivation efforts
- Plan and manage email and mail appeals.
- Plan and manage online giving appeals, including Giving Tuesday & Give STL Day
- Establish and launch a planned giving program
- Create online content (social media graphics, donor newsletters, event promotions, etc.) to support fundraising efforts.
- Manage gift processing and data tracking.
- Cultivate and maintain a network of nonprofit organizations who serve as event sponsors and members of our Advocacy Alliance.

KNOWLEDGE, SKILLS, AND ABILITIES

- Baseline knowledge of Empower Missouri's priority issue areas and/or willingness to quickly learn about these issues
- Demonstrated fundraising skills
- Basic graphic design skills.
- Very strong planning and organizational skills
- Ability to manage multiple tasks simultaneously and shift priorities as needed
- Clear verbal and written communication skills

DESIRED EDUCATION AND EXPERIENCE

- Minimum of three years of experience in nonprofit fundraising

- Empower Missouri is open to a wide range of educational and professional backgrounds. Competency, passion, and experience are more important than formal education, although we certainly welcome those with formal education credentials to apply.

LOCATION

This position can be based anywhere in Missouri, with anticipated 20% travel in-state.

SALARY RANGE AND BENEFITS

\$50,000-\$65,000 starting salary with annual opportunities for merit-based and cost-of-living raises; health, life, dental and vision insurance; generous PTO policy, paid holidays, and retirement plan.

TO APPLY

Submit cover letter, resume, and list of three references to jobs@empowermissouri.org. Priority application deadline is May 26, 2025. Applications will be accepted and reviewed on a rolling basis until the position is filled.