



ASSOCIATE DIRECTOR OF DEVELOPMENT

POSITION SUMMARY

Empower Missouri seeks an Associate Director of Development to help grow and sustain our mission through expanded corporate and foundation support over the next several years. This role will lead all institutional giving strategies, including grant writing, reporting, corporate partnerships, and event sponsorships, and will oversee a signature annual fundraising event. The Associate Director of Development will also supervise the Development Manager and their work in building and stewarding our base of individual donors.

This position is currently responsible for raising approximately \$500,000 annually; this amount is expected to increase over the next three years.

ESSENTIAL DUTIES & RESPONSIBILITIES

Grant Management

- Lead efforts to maintain and build our grant program to support the organizational mission, including:
 - **Grant Opportunity Research:** Identify and research new funding opportunities aligned with organizational priorities.
 - **Proposal Development and Submission:** Write and submit compelling grant proposals that clearly articulate project goals, methodology, budget, and impact, ensuring all funder requirements are met. This involves collaborating with Policy, Advocacy, and Advancement teams to gather necessary information.
 - **Relationship Management:** Build and maintain strong relationships with funding agencies and other stakeholders.
 - **Grant Reporting:** Oversee grant compliance and reporting, working closely with program staff to track outcomes and submit timely reports.

Corporate Partnerships & Sponsorships

- Develop and steward relationships with corporate partners across Missouri.
- Lead sponsorship recruitment and stewardship for the Annual Anti-Poverty Advocates Summit.
- Design, plan, and execute one annual fundraising event, including sponsor recruitment, marketing, and donor engagement.

REQUIRED SKILLS & EXPERIENCE

- At least five years of experience in grant writing and reporting
- Minimum of one year of experience in managing fundraising staff.
- Strong planning, organizational, and project management skills; ability to balance multiple priorities effectively.
- Excellent written and verbal communication skills
- Baseline knowledge of Empower Missouri's priority issue areas and/or the ability and commitment to learn them quickly.

Empower Missouri welcomes applicants from diverse educational and professional backgrounds. While competency, passion, and experience hold greater value than formal education, we certainly encourage those with formal credentials to apply.

LOCATION & TRAVEL

This is a remote position open to candidates based in Missouri, with about 10% in-state travel.

COMPENSATION & BENEFITS

- Salary: \$60,000–\$75,000, commensurate with experience
- Annual opportunities for merit-based and cost-of-living increases
- Comprehensive benefits package, including health, dental, vision, and life insurance
- Generous PTO, paid holidays, and retirement plan

TO APPLY

Please send a cover letter, resume, and three references to jobs@empowermissouri.org.

Priority application deadline is September 19, 2025. Applications will be accepted and reviewed on a rolling basis until the position is filled.