

## **POSITION SUMMARY FOR PART TIME DIRECTOR OF DEVELOPMENT:**

The Director of Development is responsible for planning, organizing, and directing all of the St. Paul Giants Educational Foundation's fundraising including, the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Board of Directors in all development and fund raising endeavors.

## **QUALIFICATIONS:**

**Must embrace the mission of the St. Paul Giants Educational Foundation.**

**Strong interpersonal and writing skills.**

**Have knowledge and experience in fund raising techniques, particularly major gift fundraising.**

**Possess the skills to work with and motivate staff, board members and other volunteers.**

**Have the desire to get out of the office and build external relationships.**

**Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.**

**Be organized and exhibit "follow through" on tasks and goals.**

**Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.**

**A bachelor's degree.**

**Experience in fundraising and/or marketing.**

**Must have a strong connection with St. Paul Lutheran School. Alumni or current relationship preferred.**

## **ACTUAL JOB RESPONSIBILITIES:**

**Meet prospective donors and supporters on a continual basis to establish effective communications with them.**

**Grow a major gifts program including identification, cultivation and solicitation of major donors.**

**Oversee grant seeking including research, proposal writing, and reporting requirements.**

**Build the planned giving program with a focus on deferred gifts such as bequest expectancies.**

**Direct the annual fund program, including mailings and annual fundraising drives.**

**Direct capital campaigns and other major fundraising drives.**

**Coordinate fund raising special events.**

**Work closely with the St. Paul Giants Educational Foundation's Board of Directors.**

**Make public appearances/accept speaking engagements to share information about the Foundation with the community.**

**Oversee fundraising database and tracking systems.**

**Supervise and collaborate with fundraising volunteers.**

**Oversee creation of publications to support fund raising activities.**

**Maintain gift recognition programs.**

**Demonstrate professional conduct at all times.**

**Perform other related duties as requested.**

**SALARY/BENEFITS:**

**Competitive/commensurate with experience and other qualifications.**

**APPLICATION:**

**E-mail resume to Greg Shinn, President of the Foundation: [greg@thurmanshinnco.com](mailto:greg@thurmanshinnco.com).**

**Resumes must be submitted by 5:00 pm, September 15<sup>th</sup>.**