

JOB POSTING



ST. VINCENT DE PAUL
ASSISTANCE • SHELTER • HOPE

POSITION: **Development Manager**
Administration Office
Full-Time 1st Shift

POSITION MANAGER: **Society of St. Vincent de Paul Dayton District Council**
Helen Fahey, Director of Mission Advancement

POSTING PERIOD: **August 24, 2021 until filled**

APPLICATION PROCESS: Mail a resume and/or a Letter of Interest to Helen Fahey, Director of Mission Advancement, Society of St. Vincent de Paul, 124 W Apple Street, Dayton, OH 45402 requesting consideration for the position and providing supportive documentation of your qualifications.

Other ways to apply:

Complete an application form at <http://stvincentdayton.org/employment>
or send resume to hfahey@stvincentdayton.org

GENERAL SUMMARY OF THE POSITION

Reporting to the Director of Mission Advancement, the Development Manager is instrumental in establishing and maintaining donor and grantor relationships to build financial resources for the long-term sustainability of the organization. S/he oversees the organization's donor database, expanding it through proper gift acceptance, data entry, reporting and reconciliation. S/he assists in determining and executing Communication and Development strategies, including constituent segmentation, appeal design, and reporting outcomes. This is a full-time position with demanding goals and variable work schedules. The Development Manager promotes a culture of safety, hospitality, service, honor, and respect among our homeless guests, supportive housing residents, neighbors in need, and volunteers, for the purpose of furthering the vision and mission of the St. Vincent de Paul Society.

Responsibilities

- Planning and Development:
- Ensure the accuracy and timely maintenance of the constituency database and interface with financial report functions, producing oral and written reports to support the Mission Advancement effort
- Planning, designing, scheduling and process management of all Communications efforts
- Developing donors from identification to donation, with an emphasis on establishing annual giving; and increase membership of, and amount contributed by St. Vincent Partners, Senior Partners and Legacy giving societies
- Develop skills and relationships needed for successful submission and processing of public grants

Capacity and Leadership:

- Build and maintain stakeholder relations to provide community connection and representation
- Represent SVdP in the external community at meetings, workshops, and events
- Supervise, guide, mentor, and evaluate volunteers and employees assigned
- Other duties as assigned

Qualifications:

- Demonstrated success in effective maintenance and utilization of donor data base and accurate financial reporting
- Demonstrated excellence in organizational, managerial, and task prioritization skills
- Exceptional communication skills; articulate, with proven ability to write effectively and speak persuasively; the ability to write compelling proposals required
- Strong attention to detail; organized and systematic in donor follow-through and donor stewardship
- Ability to make decisions independently combined with an ability to work as part of a team
- Ability to creatively problem-solve and drive collaborative and effective solicitation strategies
- Collaborative and innovative leadership style
 - Commitment to St. Vincent de Paul's mission, vision and strategic direction.