

Saint Louis Chess Club <http://saintlouischessclub.org/>

World Chess Hall of Fame <http://www.worldchesshof.org/>

The Saint Louis Chess Club is located in the Central West End neighborhood of Saint Louis. The Club was founded in 2007 and opened in 2008. The World Chess Hall of Fame is located directly across the street from the Saint Louis Chess Club and opened to the public in September 2011.

Position: Director of Development

Reports to: General Manager of the Saint Louis Chess Club and World Chess Hall of Fame.

POSITION OVERVIEW

This position is responsible for overseeing all fundraising activities of the Saint Louis Chess Club and World Chess Hall of Fame. The Director of Development (DD) directs all fundraising activities including, but not limited to, sponsorships, annual giving, planned giving, special events, major gifts and corporate/foundation grants. The DD works with development committees and both Boards of Directors to reach all development related goals.

PRIMARY RESPONSIBILITIES

1. Develop, monitor and manage implementation of all fund development programs including corporate and foundation gifts, major donor campaigns, annual appeal campaigns and individual giving.
2. Develop, analyze and monitor development reports and data collection.
3. Collaborate with the communications team to develop a digital fundraising strategy.
4. Collaborate with a network to identify and build relationships with new donors.
5. Create reports post-event to analyze data and determine the marketing effectiveness for the fundraising program
6. Meet with senior management to gauge business needs and brainstorm ideas for fundraising programs for the coming year
7. Create and implement a strategic plan for as well as yearly development action plans and budget. Prepare quarterly progress reports.
8. Research sources of funding and write grant proposals requesting financial support. Administer and provide all reports to funding sources for grants received.
9. Pursue in-kind donations whenever appropriate.
10. Attend staff meetings, board meetings, and other functions as required.
11. Availability for attendance at a number of evening and community events.
12. Build lasting relationships with donors while keeping them informed on how their financial input is making a difference.

QUALIFICATIONS

1. Strong knowledge of development/fundraising concepts and appropriate solicitation techniques.
2. Bachelor's degree or the equivalent (required). MA (a plus)
3. At least 5+ years of experience in fund development.
4. Demonstrated ability to develop and control budgets.
5. Demonstrated supervisory skills.
6. A successful track record of identifying, cultivating and soliciting from a variety of sources.
7. Strong interpersonal skills and ability to establish effective relationships with volunteers, staff, major gift donors and prospects. Experience working with senior level executives in a corporate environment
8. Excellent written and oral communication skills with experience developing successful donor communications and marketing materials.
9. Ability to work and motivate volunteers, Board members and others in all aspects of development activities.
10. Experience with Kindful, Mailchimp and Eventbrite a plus
11. Proven track record of achieving revenue targets
12. Demonstrated ability to develop and successfully implement a strategic plan for fundraising and achieving a large sustained base of annual giving

APPLICATION INFORMATION

Qualified candidates should submit a cover letter and resume to Lauren Stewart at Lauren.stewart@worldchesshof.org.

AN EQUAL OPPORTUNITY EMPLOYER