

St. Joseph Institute for the Deaf (SJI) has been serving children with hearing loss and their families since 1837. Our educators and therapists are internationally recognized leaders in the field of auditory-oral education. We are the only auditory-oral school to have three Independent Schools Association of the Central States (ISACS) accredited campuses located in St. Louis MO, Indianapolis IN and Lenexa KS. With our innovative, internet-based I Hear program, we are paving the way to bring listening and spoken language therapy programs to families and children regardless of where they live. For more information on our mission and programs, please visit our website at www.sjid.org.

Reporting to the President, the Development Director oversees a comprehensive development program and the public relations efforts necessary to achieve the organization's fundraising goals.

Primary Responsibilities Include:

- **Senior Leadership** – Serve on the Executive Team and participate in strategic planning efforts to develop and achieve organizational goals. Serve as the staff liaison to the Development Committee of the Board. Work collaboratively with program marketing and development at all three campuses.
- **Development & Fundraising** – Responsible for all development programs including major gifts and annual giving, individual, corporate and foundation relations, special events, planned giving and grant-writing. Evaluate existing development activities and identify new strategies to advance fundraising. Work closely with the staff to understand SJI's mission and program goals/outcomes to develop funding opportunities to support these goals. Manage SJI's relationship with the United Way by participating in meetings, providing necessary reporting, making presentations, etc.
- **Management** – Manage the daily activities of the development team including a Development Associate and 3 part-time associates. Engage and train volunteers to assist in the development process. Create a climate that attracts, maintains and motivates a diverse staff of top quality people. Oversee a department budget that falls in line with SJI's overall budget requirements.
- **Public Relations** – Develop and oversee an annual public relations plan to enhance organizational image, promote the mission and programs of SJI and encourage community support. Effectively utilize media relations and social media to communicate with our constituents. Effectively advocate on behalf of the organization serving as the spokesperson as necessary.
- **Passion for our Mission** – Serve as an ambassador of SJI, being prepared to give presentations or tours at any time and participating in program activities. Respect for the clients, employees, Board members, and all other constituents, coupled with professional and ethical behavior is expected at all times.

Qualified Candidates meet the following criteria:

- A Bachelor's degree is required, preferably in non-profit management, marketing, communications/journalism, business or another related field. CFRE certification is desirable.
- At least 5 years of experience in fund development, not-for-profit management or related experience, including previous supervision experience.
- Familiarity with supporting a Board of Directors is essential.
- Strong management skills with a successful track record in attracting and retaining top talent and building a solid team.
- Service-minded self-starter who needs minimal supervision. Able to come up with creative and innovative ways to connect with potential donors and constituents.
- Excellent oral and written communication skills, grant writing experience preferred. Superior interpersonal and relationship building skills both within and outside the organization.

- Social media experience is desirable.
- Strong organizational skills with the ability to multi-task and prioritize workload.
- Strong computer skills including proficiency in Microsoft Office applications. Knowledge of donor management software with Raiser's Edge is desirable.

Next Steps:

If you are qualified and interested in our Development Director position, submit your cover letter and resume via email to careers@sjid.org.

No direct phone inquiries. All resume submissions will be treated as confidential.

St. Joseph Institute for the Deaf is an Equal Opportunity Employer.