



The Kitchen, Inc.

Job Title: Director of Development	Department: Development	Supervisor: Chief Executive Officer
Supervisory Responsibility: Yes	FLSA Status: Exempt	Pay Rate: Commensurate with experience

Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

Supervisory Responsibility:

The Director of Development directly supervises one or more employees and volunteers, playing a key role in building and leading a high-performing development team. The Director carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Specific duties include team leadership; recruitment and onboarding; training and development; work planning and assignment; performance appraisal; conflict resolution; policy adherence; and problem resolution.

Major Areas of Responsibility:

The Director of Development is a key leadership role responsible for planning, organizing, and executing fundraising initiatives to support the mission and goals of The Kitchen, Inc. This position involves building and maintaining relationships with donors, developing fundraising strategies, and overseeing the implementation of fundraising and marketing programs.

Specific Job Responsibilities:

- Identify, prioritize, cultivate, and secure financial support from community stakeholders to advance the mission and fundraising goals of the organization.
- Develop and manage a fundraising program designed to attract the maximum gift support; including community engagement, annual fund appeals, campaign, planned giving programs, major gifts, corporate and foundation proposals, and stewardship.
- Lead and manage the development team, providing guidance and support.
- Collaborate with other departments to align fundraising efforts with organizational priorities.
- Monitor and evaluate all fundraising activities to ensure fundraising goals are being achieved.
- Oversee the maintenance of donor databases and ensure accurate and up-to-date records.
- Analyze fundraising data and trends to measure the effectiveness of strategies and make data-driven decisions.
- Assist in creating a comprehensive communication plan to promote the organization to all constituents and maximize public awareness of the organization.
- Represent the organization at public events and serve as a spokesperson when necessary.
- Coordinate the design, printing and distribution of marketing and communication materials including, but not limited to direct mail campaigns, newsletter publications, email, website, and social media.
- Build strong relationships with staff, community volunteers, media contacts, and community leaders to increase awareness and ensure collaboration, strong advocacy, and fundraising success.
- Plan, organize, and execute (including solicitation of sponsorships and in-kind donations) special fundraising events.
- Collaborate with Foundation Board to coordinate logistics, secure sponsorships, and engage volunteers for fundraising events.
- Serve as the staff liaison and lead the Development/Marketing Committee of the Board of Trustees.
- Develop and implement policies and procedures for the development department which reflect ethical fundraising practices.
- Develop and manage the development budget and reports, ensuring efficient use of resources.
- Other duties as assigned.



The Kitchen, Inc.

Job Requirements:

Education and Experience

- Bachelor's degree in a relevant field.
- Proven experience in nonprofit fundraising, development, and events.
- Familiarity with donor management software.

Essential Skills

- Excellent communication and interpersonal skills.
- Ability to lead and motivate a team.
- Strong understanding of fundraising principles, techniques, and trends.
- Ethical – treating people with respect; keeping commitments; inspiring trust of others; working with integrity and principles; upholding organizational values.
- Strategic Thinking – develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions.
- Adaptability – adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Business acumen--understand business implications of decisions; demonstrate knowledge of market and competition; and align work with strategic goals.
- Sales and negotiation skills--initiate new contacts; establish and maintain effective relations; exhibit tact and consideration; inspire trust; set and meet goals; overcome barriers
- Planning/Organizing – prioritizes and plans work activities; work with minimal supervision; uses time efficiently; sets goals and objectives; develops realistic action plans.

Other

- Valid Class E Missouri Driver's license and be approved as a driver by The Kitchen, Inc.'s insurance carrier
- Must pass background check and pre-employment drug screen
- Section 3 applicants encouraged to apply

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Signature

Print Name

Date