

# Director of Development

Full time, 37.5 hrs./week  
(Monday-Friday 9am-4:30pm)

*St. Margaret's House is a day center that improves the lives of women and children by providing individual attention to their immediate needs, breaking the bonds of isolation, and helping them acquire skills to better their lives. We believe that each woman is talented and gifted and deserves to be treated with dignity and respect.*

*In working at St. Margaret's House, you will have the opportunity to impact our community in a positive and direct way. Our staff is a diverse group of highly capable and committed women with a range of professional and personal experiences.*



## About the position

### As the Director of Development:

- Oversees all aspects of the planning and execution of the development plan towards the annual fundraising goal:
  - Donor relations and cultivation.
  - Donor acknowledgment and stewardship, including processing monetary donations and sending weekly acknowledgment letters.
  - Leads Planned Giving strategy.
  - Maintains PayPal account and other online giving.
  - Efficiently maintains Bloomerang database, including foundation, corporate and individual donor files. Trains and oversees database users. Continually updates and corrects database records. Creates monthly fundraising reports and other database reports as needed.
- Collaborates with the Director of Marketing in planning and executing fundraising events.
- Collaborates with the Executive Director and Director of Marketing on all aspects of mailings (newsletters, appeal letters, special events, etc.).
- Collaborates with the Executive Director, Director of Operations, and the Director of Marketing on grant research, writing and administration.
- Collaborates with the Director of In-Kind Donations on acknowledgement of in-kind donations.

### As a general member of the St. Margaret's House staff:

- Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.
- Attends and actively engages in all staff retreats, meetings, and professional development seminars.
- Helps on the first floor when needed.
- Participates in the general cleaning, maintenance, and upkeep of St. Margaret's House.

## Requirements

- Bachelor's degree and development-related professional experience
- Ability to work in a fast-paced environment
- High level of emotional intelligence and flexibility
- Demonstrated understanding of trauma-informed care
- Ability to lift 40 lbs.

## Compensation

- Salary: \$50,000–\$60,000 depending upon qualifications and experience.
- Paid holidays, individual medical insurance available, optional dental and vision insurance, defined employee contribution plan (retirement) after one year.

## How to apply

Email your cover letter, resume and professional references to:

Katie Elliot M.Div., Ph.D., Executive Director  
117 N. Lafayette Blvd. | South Bend, IN 46601 | 574-234-7795 | [katie@stmargarethouse.org](mailto:katie@stmargarethouse.org)

Review of applications will begin as they are received and will continue until the position is filled.

*St. Margaret's House is an equal opportunity employer.*