



Delta Gamma Center for Children  
with Visual Impairments

## **Development Specialist**

We are looking for someone who values the personal touch with stakeholders and also likes managing data, writing, and prospect research. Someone who gets as much satisfaction from connecting with donors and volunteers as they do from finding ways to leverage technology to create efficiencies.

Are you a problem-solver who enjoys creating procedures and tools to make things easier for everyone? When you are given a project with a deadline do you jump right on it and always meet the deadline? Does your attention to detail border on being called perfectionistic?

This is a great opportunity for someone looking to contribute to positive change through a career in development.

### **POSITION SUMMARY**

The development specialist is part of the team that identifies, cultivates, solicits, and stewards the financial and volunteer resources needed for the organization to achieve its mission. The development specialist will support all areas of fund and volunteer development to meet the annual goals for fundraising and volunteer recruitment and retention. In this role, the development specialist will be responsible for the following:

### **RESPONSIBILITIES**

#### **General Development Support (25%)**

- Supports the development director and executive director with all annual, major and planned giving activities; assists with preparing donor profiles and reports, creating prospect lists and tracking reports, conducting and documenting wealth screenings, and preparing customized materials
- Researches current, past and prospective donors to identify prospects for new or increased annual, major and planned giving
- Coordinates in-kind donations communicating with donors to schedule drop-off/pick-up of donated items
- Works with development and marketing staff on donor communications preparing mailing lists, pledge billing and special acknowledgements for donors and volunteers including birthdays, service anniversaries, and other special occasions
- Coordinates arrangements and materials for committee and donor meetings and mailings

- Serves as the point-person for tax credit programs providing timely and accurate documentation to donors and government agencies
- Prepares monthly reports on fundraising activities
- Recruits, trains, supervises and stewards volunteers involved in development office support activities

### **Data Management and Reporting (20%)**

- Provides leadership and direction in the use and maintenance of the constituent relationship management system; makes strategic recommendations on the use of the donor database as a tool in fundraising and marketing and communications efforts
- Processes cash, credit card, stock, and in-kind gifts; ensures all gifts are recorded with timely generation of gift acknowledgement receipts, thank you letters, and other forms of acknowledgement as required; coordinates thank you activities with staff and board
- Records all gift transactions, pledges, grant awards, event data, and updates to constituent records and other key data with 100% accuracy
- Works with finance staff on gift tracking, monthly reconciling, financial reporting, audit preparation needs
- Responsible for data extraction including designing standard and customized queries and reports for analysis, tracking and reporting on all fundraising activities and targeted lists for donor and volunteer communications
- Maintains database integrity by performing regular quality checks and updates (NCOA), data audits, elimination of duplicates, production and verification of financial and fundraising reports and ensuring all staff utilize database fields and codes correctly
- Creates, documents and regularly updates policies and procedures manual

### **Grants Support (25%)**

- Supports the development director in activities related to researching, preparing, and submitting grant proposals and reports
- Researches current, past and prospective grant funders to identify corporate, foundation and government grant opportunities; coordinates closely with staff to identify appropriate projects for funding
- Coordinates the grants management calendar reviewing regularly with management to ensure that all proposal and report deadlines are documented and verified regularly and are met
- Assists with the preparation and timely submission of grant proposals and reports including preparing and editing content and collecting necessary documents, information, data and narrative from staff and consultants
- Ensures all aspects of grant writing and reporting are executed on time and with highest quality

- Assists with awarded grants to coordinating with program and finance staff to ensure appropriate tracking and reporting of grant revenue and expenses and reporting needs and deadlines are being met
- Maintains critical grant information and files

### **Special Events (15%)**

- Supports the development manager in planning and executing DGC fundraising, stewardship and community engagement events and third-party events
- Researches individual and institutional donor prospects for event sponsorships and in-kind donations
- Coordinates with committees, volunteers, sponsors, guests and vendors as needed
- Organizes supplies, materials and equipment and assists with preparation for and day-of onsite logistical support – set-up, volunteer and guest registration, vendor coordination, media coordination, trouble-shooting, and tear down

### **Volunteer Management (15%)**

- Supports the development manager with volunteer management including coordinating volunteer applications and screening including background checks
- Assists with maintaining volunteer records and data in Time Counts and Raiser's Edge to ensure compliance with funders, licensing agency and management requirements in a timely manner
- Assists with supervision of office volunteers and volunteer service groups as needed
- Supports the coordination of volunteer recruitment and appreciation activities

### **QUALIFICATIONS**

- Bachelor's degree or equivalent professional experience in business, marketing, communications, English or related field
- 2-3 years professional experience; experience in a nonprofit development office preferred
- Outstanding attention to detail and commitment to accuracy in data and writing
- Excellent computer/technology skills including experience with data management system desired, Raiser's Edge a plus; proficiency with Microsoft Office Word, Excel and Outlook required, competence with PowerPoint a plus
- Excellent writing skills including editing and proofing the writing of others using AP Style; strong interpersonal skills in person and over the phone
- Demonstrated ability to work quickly and produce quality work under tight deadlines; ability to work on multiple projects concurrently

- Able to work cooperatively and effectively with program and administrative staff, as well as clients, donors and volunteers from all walks of life
- Able to represent the agency in a professional and mature manner; able to maintain confidentiality and show discretion
- Has a “can do” attitude and a strong desire to learn and grow in all areas, but especially in maximizing databases and other office technology

## **REPORTS TO**

Director of Development

## **TERMS OF EMPLOYMENT**

- Full-time (37.5 hour work week) with some evening and weekend hours
- Must have a car and maintain a valid driver’s license, auto insurance and acceptable driving record
- Background check, drug screen and health certification completed upon offer of employment
- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; and stand or sit for long periods

## **BENEFITS**

DGCKids is an equal opportunity employer and offers benefits (according to employment classification), including:

- Medical, dental and life insurance
- Defined contribution pension & tax-deferred annuity plans
- Paid time off: vacation, sick leave, personal time, holidays, winter (one week) break
- Professional development opportunities: educational reimbursement, conferences and trainings
- Mileage reimbursement

## **THE DELTA GAMMA CENTER FOR CHILDREN WITH VISUAL IMPAIRMENTS**

The mission of the Delta Gamma Center for Children with Visual Impairments (DGC) is to help children who are blind or visually impaired reach their full potential through family-centered, specialized services and community support. DGC is a private nonprofit organization located in Richmond Heights, in the central corridor of St. Louis, Missouri, serving families within a 50-mile radius in Missouri and Illinois.

Founded in 1951, DGC provides comprehensive home and community-based early intervention services for children from birth to three years of age and their families. Our teachers and therapists address the complex needs of our clients through a team-based, holistic approach.

In addition to early intervention services, families of children of all ages find reassurance and valuable resources through individual and group family support services. Children ages three through high school participate in our group recreation and developmental support program, designed to develop social and independence skills and participation in community activities.

DGC also provides vision screening services throughout the service area to infants and preschoolers for early detection of vision issues as well as community engagement initiatives directed at increasing acceptance, inclusion and accessibility.

Learn more at [www.dgckids.org](http://www.dgckids.org).

To apply, email a resume and cover letter to [employment@dgckids.org](mailto:employment@dgckids.org).