



## **Mission**

The **Asthma and Allergy Foundation of America, St. Louis Chapter** serves those affected by asthma and allergies through education, support and resources.

Asthma is the #1 reason children are hospitalized in St. Louis. Allergies are the third most common chronic disease among children under the age of 18.

The Asthma and Allergy Foundation of America, St. Louis Chapter (AAFA-STL), a United Way Agency, has been a leading resource for those with asthma and allergies in the St. Louis community for nearly 40 years. AAFA-STL's medical assistance programs provide uninsured and underinsured children with life-saving asthma and allergy medications, equipment, education, and support in homes and through schools. Our educational programs and advocacy also reach families, schools, and nurses all over the state and region. Our growing programs serving families living with food allergies, will continue to educate, make safer and unite this community. AAFA continues to play a critical role in COVID-19 response as we were able to serve over 200 school districts with COVID friendly Asthma kits, protecting those who would return to school. Last year AAFA STL grew 16% and is poised for nearly an additional 25% growth in 2021 when it will celebrate its 40th anniversary.

AAFA-STL is the largest of five chapters of the Asthma and Allergy Foundation of America, which is headquartered outside of Washington D.C.

## ***Position Details:***

### **Job Description:**

AAFA-STL is seeking a Development Director to join our growing team to support the organization's continued growth and program success. The Development Director will be a critical leader in the organization and should possess the ability to be strategic at one moment and tactical in execution of that same strategy in the next. They should be a self-starter and a destination thinker as well as both willing and excited to be engaged in multiple facets of the direction and financial resourcing of the cause. This leader will work closely with the Executive Director and be part of senior leadership to assist in the design and execution of a development plan to meet or exceed the organization's ~1MM budget. The organization is poised for growth and will require a Development Director who is equally ready to be part of ambitious goals that help change and save lives for the children we serve. This person will be responsible for overseeing the relationships with individual and corporate donors, and support grant-writing in collaboration with the program team and .a contract grant writer. Above all this executive must be ready to engage challenges with positivity and a genuine belief that success is inevitable with dedication, creativity and teamwork.

The AAFA-STL team has proven success in securing grants from multiple sources as well as support from corporate and private sources, even growing revenue during the past year, in spite of COVID-19. The Development Director will manage all donor relationships, and identify new opportunities for programmatic and operational support. The Development Director will report

directly to the Executive Director and work closely with the program staff and development committee to maximize peer to peer fundraising.

### **Fundraising Responsibilities:**

- Plan and evaluate strategically-aligned fundraising campaigns and events, including but not limited to the AAFA-STL Summit, Gala, Trivia, Concert and other events.
- Work effectively with leadership team to develop long term strategic relationships
- Oversee all grant submissions for private and corporate donors, both new and continuing.
- Manage all donor reporting in coordination with program team.
- Manage the contract grant writer in order to research, identify and submit proposals for new grant opportunities alongside program team.
- Identify and secure donors for launch/growth of new strategy-aligned program initiatives.
- Execute new Annual Giving Club activities
- Execute campaign for the AAFA-STL Summit.
- Target and expand ongoing, current donor cultivation, solicitation, and relations.
- Develop and maintain development and marketing collateral, including but not limited to case statements, partnership decks and annual report.

### **Operational Responsibilities:**

- Maintain fundraising infrastructure, including but not limited to donor database, gift record-keeping, reporting (donors and board) and research activities
- Develop and maintain a robust development pipeline toward targeted entities to continuously support the organization
- Work with the Executive Director to ensure adherence to budget and fiscal planning
- Assist with direction/execution of social media and marketing activities
- Producing and overseeing distribution of direct mail
- Other duties as the cause requires

### **Qualifications:**

- Fearless and ambitious professional
- Someone who craves growth and making the greatest impact possible for the kids and communities we serve
- Prepared to be part of a TEAM who is fully committed to fundraising
- Prepared to have a voice in decision making in a collaborative team
- Dedicated and dynamic professional who takes initiative
- Passion for health equity for youth
- Team player with excellent work ethic
- Tech and social media savvy
- Creative, organized and detail oriented
- Minimum 5 years relevant work experience
- Comfort working with senior decision makers, donor stewardship and fundraising outcomes
- Comfortable with remote working environments and tools including project management software, virtual meetings, and collaborative document editing
- Able to multi-task without feeling overwhelmed
- Excellent oral and written communication skills

- Excellent development knowledge and interpersonal skills
- Honest

**Benefits:**

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Simple IRA with an Employer contribution
- Fully flexible work schedule
- Commitment to support professional development
- Will soon office in the brand new Delmar Divine development

**Salary:** \$60,000 – \$75,000

**How to Apply:**

The only way to apply: Send the following to [applicant@aafastl.org](mailto:applicant@aafastl.org)

- Subject line: Director of Development [YOUR NAME]
- Attach: cover letter and resume or CV
- Include 2 to 3 professional references

Only applications sent via email as instructed above will be considered.

*AAFA IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE*