

# Generate Health STL

## Development Manager

Generate Health mobilizes and inspires the St. Louis region to advance racial equity and justice in pregnancy outcomes, family well-being, and community health. We are a multi-racial coalition committed to eliminating racial health disparities impacting Black moms and babies by:

- centering the leadership of Black pregnant and parenting families with lived experience
- illuminating the root causes of racial disparities in infant mortality and maternal health
- advocating for the redirection of resources
- catalyzing action and coordinating service delivery
- advancing regional accountability for equitable systems

Generate Health seeks to acquire & leverage the abundant resources available in our region to participate in the dismantling of systemic inequity and achieve its vision for the region by 2033.

**Purpose:** Generate Health seeks a driven and resourceful professional passionate about justice in maternal and infant health to help ensure that the organization's fund development strategies and activities match the organization's bold equity mission and provide the resources needed for sustainable growth. This position will help us learn, practice and fully instill Community Centric Fundraising into our culture.

The Development Manager will support the planning and implementation for all fundraising initiatives and special events. They will also collaborate across the organization to maximize prospect/donor engagement, grants management, and communicate on an on-going basis with donors through a variety of traditional and digital channels. This position reports to the Executive Director. This position includes supervisory duties including outsourced data entry.

## Responsibilities

### Fundraising and Donor Engagement

- Work with the Executive Director to create the annual Development Plan, which identifies goals and strategies, and their mechanisms of implementation.
- Develop meaningful relationships with prospective and current donors that facilitate their connection to and willingness to support the advancement of equity for Black moms, birthing people, and families.
- Implement the special campaign to match the initial 2033 Seed Fund gift.
- Build the 2033 Seed Fund through the individual donor program, specifically with special campaigns, annual appeals, recurring gifts, and board pledges.
- Maintain relationships and direct mail appeals with current donors by keeping them informed about news and requesting continued support while obtaining new major donors.
- Oversee the marketing and development of brochures and public relations materials to improve community awareness of the mission and activities to serve current and potential clients including the "Annual Report" which provides donors and supporters an agency impact summary for the year.
- Research public and private grant sources (agencies, corporations, and foundations) to identify sources of restricted and unrestricted funding.
- Compose and submit funding proposals and prepare impact and grant reports as needed.
- Establish and support a development committee.

### Event coordination

- Assist in the planning and execution of special events, including but not limited to the Annual Standing Up for Black Mothers and Babies Awards Event.
- Support event committees.

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## Database and gift processing

- Ensure database accuracy for donors and constituents, utilizing Raisers Edge software in collaboration with outsourced data entry.
- Develop and produce data for dashboard and reports that help track fundraising activities, results and support ongoing strategic objectives.
- Reconcile gift reports and transactions with the Bookkeeper
- Prepare and send acknowledgement letters in a timely manner

### Qualifications:

#### **Prior Experience**

- A combination of education and experience from which comparable knowledge, skills and abilities is necessary. 3 to 5 years of related work experience preferred with a proven record of achieving ambitious results.
- Experience with fundraising (individual / corporate giving, special campaigns, events and grants) highly preferred, proven ability and willingness to solicit and secure gifts
- Experience managing multiple projects, meeting outcomes and deadlines
- Experience with Raiser's Edge or similar constituent relationship management platform preferred
- Grant writing experience a plus, but not required
- Experience engaging and coordinating volunteers
- Previous experience with communications a plus

#### **Skills**

- Operates in alignment with community-centric philanthropy
- Ability to express Generate Health's mission and purpose to a variety of stakeholders and audiences.
- Operates with a commitment to justice, equity, diversity, and inclusiveness
- Is highly organized with proven time management skills and experience creating efficient systems to juggle multiple projects simultaneously and meet ambitious goals
- Ability to build and execute a project plan and invest others in the plan
- Outstanding judgment, discretion, ethical standards and commitment to responsible stewardship
- Strong sense of flexibility, willing and able to change course as needed
- Strong interpersonal communications skills and demonstrated ability to write clearly and persuasively
- Ability to work independently as well as collaboratively with people with different lived experiences and contribute to other organizational priorities when needed
- Proficient with Microsoft Office programs is required

**Classification:** full time, exempt

**Work Conditions:** We are committed to attract, retain and engage a committed, talented and diverse workforce. Generate Health prioritizes a positive, flexible environment and successful work-life balance. While this position will primarily work Monday - Friday during business hours, occasional evening hours will be required to attend meetings and events.

**COVID-19 Considerations:** As an organization committed to public health and building community relationships, we are taking multiple precautions to address safety and health of our employees, interns, and partners. Proof of vaccination status is required to work in the office, to face partners and to face other employees. Employees currently work remotely, and have the option to remain mostly remote or adopt a hybrid schedule in the office.

**Salary and Benefits:** \$50,000 - \$55,000 annual salary, 23 days PTO (prorated first year), 10 Holidays, and comprehensive benefits including medical, dental, vision, short and long term disability, and flexible spending account.

**To Apply:** Send resume to [events@generatehealthstl.org](mailto:events@generatehealthstl.org).