



JOB DESCRIPTION

I. JOB TITLE: Director of Development

DEPARTMENT: Administration

REPORTS TO: President/CEO

SUPERVISES: Development Team

CLASSIFICATION: Exempt

PAY CLASS: Full-time

PAY TYPE: Salary

DATE APPROVED: August 22, 2025

DATE CREATED: August 22, 2025

II. GENERAL SUMMARY:

The Director of Development is a key member of the leadership team at St. Vincent de Paul of Baton Rouge ("SVDP"), responsible for stewarding relationships and resources that sustain and grow our mission to serve the poor, the hungry, and the homeless in our community. This role leads the organization's development efforts with vision and compassion—cultivating donors, securing public and private grants, building partnerships, and strengthening SVDP's volunteer program in order to raise awareness of and secure resources to strengthen and grow SVDP's impactful services.

Working in close collaboration with the CEO, the Director of Development will create and implement a comprehensive fundraising and engagement strategy that supports the wide range of services offered by SVDP, including emergency shelters, dining rooms, case management, affordable housing, and more. This position also leads the Development team and guides all marketing and communication efforts.

III. MINIMUM QUALIFICATIONS:

A. Education, Experience & Certifications:

- Bachelor's degree in nonprofit management, communications, public administration, or related field, or equivalent experience. CFRM and/or grant writing certification preferred.
- Minimum five years of progressive development experience, preferably in a human services or faith-based nonprofit.
- Demonstrated success in cultivating major donors and securing private grant funding.
- Significant experience with success in securing and administering public (State, City, and Federal) grants, especially those that support housing programs.
- Strong writing, presentation, and storytelling skills, with the ability to inspire diverse audiences.
- Knowledge of donor management systems (DonorPerfect) and CRM best practices.
- Proven team leadership experience, with a commitment to mentorship and team development.
- Experience in all facets of Marketing (design, print, social media, etc.) preferred.
- Deep understanding of and respect for Catholic Social Teaching and the mission of St. Vincent de Paul.



B. Other Qualifications:

- Mission-driven and compassionate, with a deep desire to serve the most vulnerable.
- Strategic thinker and collaborative partner who thrives in a fast-paced, dynamic environment.
- Deep connections in the Baton Rouge community; due to SVDP's Catholic identity, extensive connection to the Catholic/parish community is preferred.
- Creative, adaptable, and results-oriented, with a heart for both planning and doing.

C. Physical Demands:

- Ability to lift 15 pounds.

D. Working Environment:

- Office and community environment.

IV. ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:

A. Fundraising and Donor Engagement (50%)

- Design and implement a comprehensive annual fundraising plan that includes major gifts, individual giving, monthly giving, planned giving, and special campaigns and events.
- Cultivate and steward meaningful relationships with individual donors, corporate supporters, faith communities, and foundations.
- Partner with the CEO to engage key stakeholders in major gift strategies and long-term philanthropic partnerships.
- Plan and execute donor recognition and cultivation events that inspire and educate.

B. Grants Management (15%)

- Identify, write, and submit compelling proposals for public (local, state, federal) and private (foundation, corporate) grants.
- Monitor grant requirements and ensure timely reporting and compliance with all funder expectations.
- Collaborate with program staff to gather data and stories that reflect impact and align with funder priorities.
- Utilize and leverage SVDP's CRM (DonorPerfect) to serve as the hub for all philanthropic activity, analysis, and strategy.
- Maintain a detailed grants calendar and communication log.

C. Marketing and Communications (10%)

- Oversee all messaging related to fundraising, mission, and impact across print, digital, and social media platforms.
- Lead staff in the development of newsletters, annual reports, website content, donor communications, and campaign materials.
- Strengthen brand visibility and community presence in partnership with internal staff and external collaborators.

D. Leadership and Strategy (15%)

- Supervise and support the Development team, fostering a culture of collaboration, creativity, and accountability.
- Partner with the CEO and Board to define short- and long-term funding goals aligned with strategic priorities.
- Ensure data integrity and analysis of donor trends using CRM/database systems to guide decision-making.
- Serve as an ambassador of the organization in the community, representing SVDP with professionalism and purpose.



E. Volunteer Engagement (10%)

- Provide strategic oversight, support, and direction to SVDP's volunteer coordination staff in order to attract, onboard, and retain SVDP's 5,000+ annual volunteers, including identifying and developing tools to engage volunteers as supporters beyond their service opportunity.
- Engage in the rollout of SVDP's volunteer management software.

V. GENERAL SUMMARY:

The Director of Development is a key member of the leadership team at St. Vincent de Paul of Baton Rouge ("SVDP"), responsible for stewarding relationships and resources that sustain and grow our mission to serve the poor, the hungry, and the homeless in our community. This role leads the organization's development efforts with vision and compassion—cultivating donors, securing public and private grants, building partnerships, and strengthening SVDP's volunteer program in order to raise awareness of and secure resources to strengthen and grow SVDP's impactful services.

Working in close collaboration with the CEO, the Director of Development will create and implement a comprehensive fundraising and engagement strategy that supports the wide range of services offered by SVDP, including emergency shelters, dining rooms, case management, affordable housing, and more. This position also leads the Development team and guides all marketing and communication efforts.

VI. MINIMUM QUALIFICATIONS:

E. Education, Experience & Certifications:

- Bachelor's degree in nonprofit management, communications, public administration, or related field, or equivalent experience. CFRM and/or grant writing certification preferred.
- Minimum five years of progressive development experience, preferably in a human services or faith-based nonprofit.
- Demonstrated success in cultivating major donors and securing private grant funding.
- Significant experience with success in securing and administering public (State, City, and Federal) grants, especially those that support housing programs.
- Strong writing, presentation, and storytelling skills, with the ability to inspire diverse audiences.
- Knowledge of donor management systems (DonorPerfect) and CRM best practices.
- Proven team leadership experience, with a commitment to mentorship and team development.
- Experience in all facets of Marketing (design, print, social media, etc.) preferred.
- Deep understanding of and respect for Catholic Social Teaching and the mission of St. Vincent de Paul.

F. Other Qualifications:

- Mission-driven and compassionate, with a deep desire to serve the most vulnerable.
- Strategic thinker and collaborative partner who thrives in a fast-paced, dynamic environment.
- Deep connections in the Baton Rouge community; due to SVDP's Catholic identity, extensive connection to the Catholic/parish community is preferred.
- Creative, adaptable, and results-oriented, with a heart for both planning and doing.

G. Physical Demands:



- Ability to lift 15 pounds.

H. Working Environment:

- Office and community environment.

VII. ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:

A. Fundraising and Donor Engagement (50%)

- Design and implement a comprehensive annual fundraising plan that includes major gifts, individual giving, monthly giving, planned giving, and special campaigns and events.
- Cultivate and steward meaningful relationships with individual donors, corporate supporters, faith communities, and foundations.
- Partner with the CEO to engage key stakeholders in major gift strategies and long-term philanthropic partnerships.
- Plan and execute donor recognition and cultivation events that inspire and educate.

B. Grants Management (15%)

- Identify, write, and submit compelling proposals for public (local, state, federal) and private (foundation, corporate) grants.
- Monitor grant requirements and ensure timely reporting and compliance with all funder expectations.
- Collaborate with program staff to gather data and stories that reflect impact and align with funder priorities.
- Utilize and leverage SVDP's CRM (DonorPerfect) to serve as the hub for all philanthropic activity, analysis, and strategy.
- Maintain a detailed grants calendar and communication log.

C. Marketing and Communications (10%)

- Oversee all messaging related to fundraising, mission, and impact across print, digital, and social media platforms.
- Lead staff in the development of newsletters, annual reports, website content, donor communications, and campaign materials.
- Strengthen brand visibility and community presence in partnership with internal staff and external collaborators.

D. Leadership and Strategy (15%)

- Supervise and support the Development team, fostering a culture of collaboration, creativity, and accountability.
- Partner with the CEO and Board to define short- and long-term funding goals aligned with strategic priorities.
- Ensure data integrity and analysis of donor trends using CRM/database systems to guide decision-making.
- Serve as an ambassador of the organization in the community, representing SVDP with professionalism and purpose.

E. Volunteer Engagement (10%)

- Provide strategic oversight, support, and direction to SVDP's volunteer coordination staff in order to attract, onboard, and retain SVDP's 5,000+ annual volunteers, including identifying and developing tools to engage volunteers as supporters beyond their service opportunity.
- Engage in the rollout of SVDP's volunteer management software.



V. Performance Metrics and Success Indicators:

- Annual revenue growth from individual, foundation, and corporate giving
- Donor retention rates of 65-70% and year over year growth in donor base
- Major gift engagement, including cultivation touchpoints and secured gifts of \$5,000
- Launch of planned giving program and early traction within 12-18 months
- Foundation revenue growth
- New corporate sponsorships and expanded engagement throughout the Diocese of Baton Rouge
- Team retention and development through regular coaching, reviews, and support
- Campaign engagement metrics and strengthened brand visibility
- Progress against strategic fundraising plan and established Development KPI's

APPROVALS:

Signature of Director of Human Resources

08/22/2025

Date

Signature of President/CEO

8/22/25

Date

This job description is a summary of the essential duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. This job description is subject to change at management's discretion.

This job description does not constitute a contract of employment nor does it supersede Louisiana's At-Will employment law.

We are an equal opportunity employer and value diversity in our workforce.

We are an E-Verify Program Participant

ADA Compliant: If you require reasonable accommodation please let us know.

EMPLOYEE ACKNOWLEDGEMENT:

I have received a copy of this job description and I acknowledge that I understand and will perform the duties of the job according to the standards set forth above.

Employee Signature

Employee Name Printed

Date