



Job Title: Development Director  
Full-Time, Exempt  
Reports To: Executive Director

**Impact Statement:** PROMO's Director of Development works to ensure financial sustainability of the organization. The successful candidate understands how to build upon and maintain a well balanced portfolio that includes sustaining donor recruitment, fundraising campaigns, grants management, major donor stewardship, and legacy gift development. You are the in-house expert on mission-driven fundraising, our donors, and the systems and processes that serve both. This position is responsible for leading PROMO's annual development strategy, planning and implementing comprehensive annual campaigns, managing a growing grant portfolio, executing high-impact events, and managing the essential data to do this work well. PROMO's team knows this is hard work and heart work and the team values authenticity, empathy, compassion, and kindness—we're a small team that works together closely.

**About the team and you:** At PROMO, we are committed to using an intersectional approach in our work. PROMO's work focuses on macro-level systems change and our success is inherently tied to the collective liberation of all oppressed peoples.

**Frequently cited statistics show that femme, trans, and nonbinary people, as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications.** PROMO encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. PROMO's team engages in hard work and heart work and the leadership team values authenticity, empathy, compassion, and kindness—we're a close-knit team that works together regularly.

We look forward to reviewing your application.

### **Responsibilities:**

- **MANAGEMENT:** In partnership with the Executive Director, co-design a fundraising program rooted in community-centric fundraising that diversifies and grows PROMO's contributed revenue. Lead and implement PROMO's annual fundraising strategy, ensuring close alignment with the organization's vision and mission.
- **ANNUAL GIVING:** In coordination with the Executive Director and Board, create a robust annual giving program, with a focus on retaining donors, increasing the number of monthly/sustaining donors, and nurturing our



long-time donors. You will coordinate multi-channel campaigns and engage in meaningful donor stewardship and donor acknowledgment.

- **GRANT WRITING AND ADMINISTRATION:** Oversee the grant-writing and submission process. Contribute to prospecting funders, cultivating interest in PROMO's work, crafting proposals, and adhering to reporting guidelines and grant compliance to ensure timely and accurate reports.
- **SPECIAL EVENTS:** Lead and implement PROMO's mission-centered fundraising and community events. Identify and secure financial and in-kind support, while also planning for and managing event logistics in partnership with planning committees.
- **COMMUNICATIONS:** In collaboration with the Director of Communications, align PROMO's public and donor communications, including contributing to electronic donor appeals, social media, and PR, as needed. Add the donor perspective to PROMO's communication and engagement strategy.
- **ADMINISTRATION:** Maintain the donor database, comprehensive donor profiles, contact documentation, meeting notes, proposals and background information. Manage and ensure accuracy of fundraising systems, database and reporting.
- **COMMITMENT:** Demonstrates a strong commitment to equality for all LGBTQ+ persons, embraces an anti-racist and anti-transphobic approach based in an intersectional understanding of the experiences of our diverse constituency.

**Our Vision** | Missouri is a state in which LGBTQ+ people – every demographic, race, ethnicity, zip code, and experience – are valued and thriving.

**Our Mission** | PROMO confronts systemic inequities to liberate the full spectrum of the LGBTQ+ community from discrimination and oppression.

To apply, use this link: <https://apply.workable.com/j/58B5B561F5>