

# **Presbyterian Children's Homes and Services**

## **Development Officer (St. Louis, MO Region)**

### **About the Employer:**

One life at a time, Presbyterian Children's Homes and Services of Missouri (PCHAS-MO) is helping troubled, abused and neglected children to reverse the course of their lives. The progress they make in our care impacts them for a lifetime. The work we do together on this day reaches across generations!

PCHAS-MO has been offering services to children and families since 1914, and currently operates residential and community-based programs in eastern Missouri, southeast Missouri, central Missouri, and southwest Missouri. PCHAS-MO is accredited by COA, licensed by the Missouri Children's Division and Missouri Department of Mental Health, a member of Alliance for Children & Families, and a founding member of Missouri Coalition of Children's Agencies and Missouri Alliance for Children and Families, LLC.

### **About the Job:**

PCHAS-MO is seeking an experienced professional to fill the position of Development Officer for the St. Louis and Southeast Missouri region. The person in this position is responsible for maximizing regional philanthropic support to enable PCHAS-MO to fulfill its stated mission and purpose.

### **Essential Job Functions:**

- Promote awareness of agency's mission, and maximize philanthropic support from individuals, churches, and other public and private constituencies in assigned region by building, fostering, and managing long-term donor relationships through effective cultivation, solicitation, and stewardship of same.
- Implement and manage the Benevon fundraising model in assigned region.
- Counsel and educate donors regarding giving opportunities.
- Meet and exceed monthly and annual goals for assigned region. Prepare activity reports as required in a timely manner. Meet with the Senior Development Officer on a regular basis to plan action items and evaluate performance.
- Provide assistance as requested with agency development goals, marketing, public relations materials and related issues.

- Provide assistance as requested to prepare annual operating and capital budgets for area of responsibility.

**JOB REQUIREMENTS:**

Bachelor's degree in finance, marketing, or management preferred with 3 years experience in a similar field; preferably in a nonprofit organization.

**SKILLS:**

Must be a self-starter with excellent written and verbal communication skills and a desire to share in the mission of serving children and families. Ability to meet people with ease; comfortable in group presentations, one-on-one donor calls, and working with church constituency; ability to write and edit effectively; ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary; strong organizational skills; ability to meet deadlines; ability to work effectively with volunteers; knowledge of marketing strategies and techniques; good managerial skills. Availability for occasional overnight travel and Sunday morning presentations up to twice per month. Competency in Microsoft Windows, Word, Excel required; familiarity with Office 365 and donor database software a plus.

**Benefits:**

- Competitive salary
- 18 paid days off per year + 6 paid holidays
- Low cost major medical insurance with prescription coverage
- Dependent coverage available
- Employee Assistance Program (EAP)

**All interested parties please submit a cover letter and resume to [MyHR-MO@pchas.org](mailto:MyHR-MO@pchas.org) or apply directly on our website at <http://missouri.pchas.org/>.**

E/O/E