



**DUTCHTOWN SOUTH**  
COMMUNITY CORPORATION

# Development Manager

## DutchTown South Community Corporation

### The Position

DutchTown South Community Corporation (DSCC) is the community development corporation for four southeast city neighborhoods; Marine Villa, Mount Pleasant, Gravois Park, and DutchTown. DSCC is seeking a strategic and passionate Development Manager to lead our fundraising and grant writing efforts, ensuring long-term financial sustainability for our community-driven work in Southeast St. Louis. This is an opportunity to be a driving force behind our mission of housing stabilization, neighborhood engagement, and equitable development.

The Development Manager will report directly to the Executive Director. This position is responsible for hosting fundraisers, running a recurring donor program, identifying and applying for grants, and planning for long-term financial stability, with support from other staff members and the Board. This role will have the opportunity to shape the organization's long-term fundraising strategy and play a key role in strategic decision-making.

DSCC is a collaborative team, currently made up of 3 full-time staff, an office manager, and rotating practicum students. As a small team, we are all generally self-directed and ready to lend a hand to support one another's roles.

DSCC employees primarily work from the office with flexibility to work from home and elsewhere when needed. There is an expectation to work 40 hours per week with evenings and weekends required at times.

### Job Responsibilities

#### Grants

The Development Manager will lead grant applications which includes, but is not limited to:

- Researching, outlining, and planning for grants that align with DSCC's value and support the continuation of our work
- Project manage the compilation of grant proposals

- Collaborate with Executive Director, teammates, Board members, and partners
- Draft, prepare, and review grants for submission in a timely and organized manner
- Monitor grant lifetime and compliance, and support related persons to ensure benchmarks and reporting requirements are met
- Add to and maintain the boilerplate documents used for grant writing
- Lead team learning around grants twice a year.

## Fundraising Events & Donor Cultivation

The Development Manager will lead fundraising and donor cultivation work which includes, but is not limited to:

- Lead planning and implementation of DSCC's development strategy tailored for the organization's needs
  - Event coordinate any fundraisers hosted by DSCC.
  - Work with the Board of Directors and staff to plan and implement components of strategies that correspond with their roles such as Board-led events, phone-a-thons, and thank you activities
  - Manage budget for fundraising
  - Help cultivate relationships with corporate sponsors
- Create a donor cultivation strategy and lead all donor cultivation activities
- Manage and direct DSCC's recurring donor campaign and one time donor campaigns
- Identify, connect with, and manage large donations to the organization
  - Help train up the Executive Director and Board of Directors to expand our donor base
- Ensure that fundraising work aligns with DSCC's values and is centered around the community

## Communications

To ensure that DSCC's message to funders, donors, and the community are cohesive, the Development Manager will lead DSCC's communications which includes, but is not limited to:

- Cultivate the DSCC online presence through a social media plan
- Compile and send out regular emails to subscribers and donors
- Lead the team in creating messaging and storytelling around DSCC's work

And...

- General office support
- Support team members in implementation of DSCC's work when needed
- Other duties as assigned

## Requirements

- 3-5 years of professional experience creating written communications (i.e. grants, policy briefs, op-eds, technical writing, etc)

- Strong written and verbal communications skills that can win donors and supporters of DSCC's mission
- A history with successful grant applications
- Strong project management experience—ability to plan backwards, set and meet deadlines, convene the project team as necessary, etc.
- Strong time management and organizational skills. Adept at managing multiple projects at once
- Adept at working in a collaborative environment

While not required, standout candidates may have a combination of the following characteristics:

- Familiarity with Community Development, especially within St. Louis City and a strong St. Louis professional network.
- Familiarity with running professional social media accounts
- Master's in Social Work or a related field
- Bilingual in Spanish, Vietnamese, or Arabic
- Familiarity with Google Suite, Notion, Mailchimp, Salesforce, and Canva

## Compensation

\$55,000 a year. In order to ensure pay equity, DSCC is offering its best and final salary for this position and will not participate in salary negotiations. DSCC follows federal, state, and local laws in regards to overtime compensation.

DSCC offers employee benefits, including: Health Insurance · Dental · 15 Paid Vacation Days each year · 3 sick days per quarter · Paid holidays · DSCC is an equal opportunity employer

To Apply: Email resume and a writing sample that demonstrates persuasive or technical writing skills, such as a grant proposal, donor appeal letter, or fundraising pitch to [info@dutchtownsouth.org](mailto:info@dutchtownsouth.org) by May 3rd, 2025. *While a Cover Letter is not required for this job application, if there is more about yourself you would like to share that is not represented in the resume, you may include it in your application materials.*