



TOWER GROVE — PARK —

Director of Development

Tower Grove Park is known for its unique, historic Victorian architecture, its extensive network of trails, and its signature community events and activities such as the Farmer’s Market and the Festival of Nations. However, one of the main attractions for our 2.5 million annual visitors is the 289 acres of green open spaces and woodlands that serve as a natural oasis in the middle of a densely populated, diverse urban area. The living landscape of Tower Grove Park includes 6,900 trees, hundreds of varieties of woody shrubs, stunning horticulture, and many acres of grassy turf in which Park visitors can relax, socialize, exercise, study, and enjoy nature.

Tower Grove Park operates with our core values in mind: accountability, stewardship, teamwork, welcoming, leader and fun. We encourage all of our employees to strive to fulfill these core values to create the best possible experience for our guests.

POSITION OVERVIEW:

This vital role for Tower Grove Park is a member on the Park’s Senior Leadership Team. The position provides leadership, strategy, direction, and coordination for development and fundraising activities, including working with the Executive Director, Development Committee, Members Council, and the Board of Commissioners.

The position will create budgets and achieve goals for all fundraising campaigns, including direct appeals, individual major gifts, corporate and foundation support, special events, and planned giving. The position demonstrates a solid understanding of fundraising concepts and has a track record of success in fundraising campaigns.

The Director of Development, with their team members, is responsible for managing external communications and public relations.

WHAT YOU’LL DO:

- Create and manage departmental budget, including setting revenue goals and managing expenses.
- Lead staff and team members to further park initiatives and goals, including managing the Development Coordinator and Communications Manager.
- Participate as a valuable member of the leadership team to help further Park goals. Serve as the staff liaison for the Development & Marketing Committee; prepare all materials and create and distribute meeting minutes.
- Update policies as needed with regards to gift acceptance, social media, and other matters.
- Oversee production of print and digital case promotional collateral materials.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

- Ensure that social media accounts are monitored and kept current.
- Provide oversight and direction to website updates, including messaging and photography.
- Ensure compliance with style guide for all marketing materials.
- Oversee creation and distribution of press releases.
- Serve as contact person for the Park to press.
- Direct and oversee production of Annual Report.
- Other duties as assigned.

WHO WE'RE LOOKING FOR:

Tower Grove Park seeks a Director of Development that has excellent communication and interpersonal skills with an ability to inspire and motivate volunteers, staff and donors. They will represent Tower Grove Park in a professional, organized, and reliable manner.

The ideal candidate for this position will have a Bachelor's degree and a minimum of 5-7 years of experience, including three (3) years of progressive supervisory experience. Successful candidates will have experience creating productive teams, scheduling, record keeping and report preparation. Experience with Raiser's Edge (or similar constituent relationship management software), knowledge of MS Office, and online email marketing tools required. This position is a best fit for candidates who are able to handle multiple projects and team members simultaneously in a fast-paced environment.

This position is based out of the Tower Grove Park office. Office hours are Monday-Friday, 8:30AM-5PM with flexibility to work remotely on a limited basis. Some evenings, nights and weekends will be required.

Salary range is \$75,000-\$90,000 based on experience.

Tower Grove Park offers a comprehensive benefits package to all full-time employees. Benefits include medical, dental, vision, life and short-term disability insurance as well as a retirement plan. Tower Grove Park observes 12 paid holidays in addition to paid time off as well as reduced cost for use of Park facilities.

DIVERSITY & INCLUSION

Tower Grove Park is an Equal Opportunity Employer. We are also committed to creating a diverse and inclusive workplace. All qualified applicants will be considered regardless of race, color, religion, gender, gender identity/expression, sexual orientation, national origin, disability, age or veteran status.

Please return all applications to jobs@towergrovepark.org.

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