

Job Description

Job Title:	Director, Development & Alumni Relations
FLSA Status:	Full-time/Exempt
Department:	Advancement
Reports To:	Chief Advancement Officer
Location:	Rung St. Louis
Schedule:	Varies; will likely include occasional evenings and weekends
Salary Range:	\$91,000 - \$94,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: We're looking to hire someone to lead a dynamic team to implement Rung's

development strategy, which includes fundraising, community engagement, and Rung alumni relations. If you thrive on innovation and achieving results, think strategically, and enjoy building rapport and relationships with others, then this is the position for you.

How you'll help Rung achieve our vision: This position ensures that Rung has the financial resources, community relationships, and alumni community to achieve our vision by fostering a culture of philanthropy throughout the organization and managing a comprehensive relationship-building development and alumni program.

What you will do:

Achieve Rung's annual development strategy

- In collaboration with the Chief Advancement Officer, develop an annual development plan with monthly, quarterly, and yearly activity and progress goals.
- Identify, cultivate, solicit, steward, and close gifts from individuals, foundations, and corporations.
- Partner with Director, Marketing and Communications to produce materials such as letters, brochures, and web content, which enable Rung to attract, retain, and inspire donors.
- Envision and oversee the execution of events that inspire donors, alumni and prospects to engage with and invest in Rung.
- Work with Chief Advancement Officer and contractors to create, write, and timely submit grant proposals and reports to foundations, corporations, and government agencies
- Work with Development Manager to
 - Oversee database management – including gift processing, donor acknowledgment, accurate donor records, and reports – and management of volunteer program.
 - Champion Annual Fund Strategies
 - Intentionally build Rung's brand through merchandising
- Work with the Alumni Relations Manager to
 - Curate opportunities for continuous professional development and networking opportunities for alumni,
 - Focus on data collection from alumni base with a goal to maintain a 50% of higher response rate
 - Develop relationships with members, inviting them to continue to engage with the Rung community
 - Cultivate alumni relationships that develop into volunteer engagement and donors
- Represent Rung at external events and in the community communicating our mission and work and fostering and building relationships.

Lead a dynamic team

- Oversee activities of the Development Manager and Alumni Relations Manager
- Provide coaching and supervisory support to team members
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality

What you need to bring us:

- Passion for Rung's vision and mission

- Record of success in identifying, cultivating, soliciting, and stewarding development campaigns
- Excellent rapport and communication skills
- Extremely well-organized, a creative self-starter, and able to timely execute multiple projects
- Ability to stay focused on results despite changing conditions
- Proficient with Microsoft Office products
- Previous experience with CRM platforms

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on July 15, 2024. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/6KH/91c1dc4a-4e63-4399-a02b-5d2f872bbf19?type=candidateba>