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EMPLOYMENT LISTING

Development Associate

St Louis, MO

Summary: Principia is looking for a highly motivated and talented Development Associate. This position is uniquely designed to advance both leadership giving initiatives and planned giving programs. In this role, you will be responsible for developing and managing a qualified portfolio of prospects at the Howard Society level, encouraging continued and enhanced annual giving, reengaging donors, and acquiring new prospects, including alumni, parents, and friends of Principia. You will also be responsible for supporting the planned giving program, creating proposals and supporting stewardship. The ideal candidate will have 1-5 years of experience in the development field and a passion for making a positive impact on our community.

Who We Are

At our award-winning pre-K–12 school in St. Louis, Missouri, and top-ranked Principia College in Elsah, Illinois, Principia faculty and staff make up a close-knit community of educators, coaches, and professionals taking a distinct approach to education—blending academic excellence with Christian Science-based character education. Principia’s team of over 500 employees supports not only Principia School and Principia College, but also a worldwide network of Alumni & Friends.

Principia employees are part of an engaging academic community preparing students to be tomorrow’s leaders, thinkers, and changemakers. We strive to create a [collaborative and inclusive environment](#) where everyone feels they belong and are valued.

Primary Responsibilities

- Donor Cultivation and Stewardship:
 - Cultivate and steward a prospect portfolio of leadership donors at the Howard Society level or above
 - Develop personalized cultivation plans to engage leadership-level donors and deepen their involvement, including securing appointments, creating correspondence and proposals, and initiating effective follow-up communication

- Collaborate with marketing to create compelling and customized proposals, presentations, and fundraising materials
- Fundraising Campaigns:
 - Support Sr. Director of Development in coordination of comprehensive campaign efforts, ensuring alignment with overall fundraising goals.
 - Assist in the creation of campaign materials, donor communications, and engagement events.
- Planned Giving:
 - Collaborate with the Planned Giving Officer to support the promotion and administration of planned giving programs.
 - Develop charitable trust and gift annuity proposals
 - Assist in the development of materials and communications related to planned giving initiatives.
- Database Management
 - Maintain and update the donor database, ensuring data accuracy and completeness.
 - Generate reports and donor lists as needed for fundraising efforts.
- Supports broad advancement initiatives and events, including Reunions and Giving Tuesday

Core Competencies:

- **Positivity:** Optimistic, positive, and focused on elevating and bringing out the very best in themselves and others. Faculty and staff are invited to understand teammates' strengths and how they can complement each other.
- **Team players:** Ability to collaborate and partner with peers and senior leaders is critical, with an ability to listen, give and receive feedback, and be comfortable exchanging ideas and speaking candidly in a professional and collegial manner
- **Relationship Builder:** Builds and sustains strong connections with a genuine interest in others
- **Results Driven and Productivity:** Ability to prioritize and deliver results in a high-volume environment
- **Communication:** Communicates well (written and verbal), delivers compelling presentations, has strong listening skills, passion and drive, and both intellectual and emotional intelligence
- **Dependability:** Works within deadlines and under occasional heavy workloads
- **Planning and Organizing:** Prioritizes and plans work activities; uses time efficiently; manages multiple projects and tasks simultaneously

Minimum Qualifications

- Student of Christian Science
- Supportive of Principia's mission, vision, and values as articulated here <https://www.principia.edu/about/mission>
- Bachelor's degree in a relevant field (e.g., nonprofit management, communications, business).
- 1-5 years of experience in fundraising, development, or related roles.
- Proficiency in donor databases and fundraising software.
- Detail-oriented with excellent organizational and time management skills.
- Passion for the mission and values of Principia.

The statements above describe the general nature and level of work but are not a complete list of responsibilities and are subject to change at the discretion of Principia.

Equal Opportunity

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christian Scientists.

For more information: www.principia.edu/jobs; Beth.Trevino@principia.edu; 618-374-5202