

DEVELOPMENT DIRECTOR

Position Summary

The Development Director works with the Executive Director and the Board of Directors to plan and execute development strategies and monitor progress toward goals. She/he is responsible for development and revenue goals, foundation and prospect research, donor cultivation and stewardship, event planning/execution, and grant writing. The Development Director nurtures the culture of philanthropy throughout GOTRSW, develops new sources of income, and maintains current revenue sources. This is a part-time position with flexible hours. Work may include occasional evenings and weekend days. The Development Director reports to the Girls on the Run of Southeastern Wisconsin Executive Director.

Position Profile

The Girls on the Run® Development Director must possess a passion for, and commitment to, improving the lives and opportunities of girls in third through eighth grades. The Girls on the Run program provides a safe and interactive way to learn about healthy living which includes an introduction and education on important topics such as goal-setting, cooperation, healthy decision-making, and self-respect, while training for a 5K event. The innovative curriculum teaches girls to listen and open up while also encouraging them to commit to a healthy lifestyle, and harness the inner strength that they possess. Our important mission is accomplished by giving girls the tools to make positive choices for a healthy body and mind, while reducing the many risks they face today.

Leadership

- Provide leadership and direction to the Executive Director and Board of Directors in the effective operation of all development activities. Maintain accountability in reaching fundraising goals.
- Provide leadership and direction to staff and GOTRSW volunteers, as needed in their roles of supporting development. Nurture an organization-wide culture of philanthropy.

Individual Donors

- Create and oversee an integrated donor engagement strategy. Research, identify and cultivate potential prospects and analyze information to further relationships with donors.
- Lead efforts in securing major gifts. Educate and provide tools to board members on how to friendraise and fundraise.
- Design and implement e-solicitation and direct mail program.
- Lead efforts in donor stewardship and appreciation including active board involvement, gratitude call banks and notes from teams/participants.

Management of Sponsorships

- Prepare and present proposals for corporate and foundation support of GOTRSW's program and 5K.
- Manage sponsorship benefits and recognition materials, process and reporting; express gratitude to sponsors.



Donor-Centric Communication

- Create/update development materials as needed.
- Ensure communication of impact and progress to donors, corporate funders and grantors via social media, e-blasts, website etc.
- Together with ED and design team, develop annual report.

Grant Coordination

- Research and identify new funding sources, including grants from corporate and foundation sources and establish contacts and relationships on behalf of GOTRSW.
- Work with Executive Director to complete grant application forms, budgets and documentation. Manage the grant application process including progress of applications and maintenance of grant application files and reporting.

Special Events

In coordination with Executive Director and Event Planner, assist:

- planning of logistics for one major special event, the Sneaker Soiree, including securing financial and in-kind event sponsors and oversee development of invitations and marketing materials for events
- smaller VIP Community Ambassador events about 4 times per year

Administrative Duties

- Track statistics related to individual and corporate donors.
- Track and manage donations, generating acknowledgement letters and donation receipts.
- Prepare monthly report to be discussed at monthly Board meeting.

Required Skills/Characteristics:

- Passion for GOTR's mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health.
- 3 years of nonprofit fundraising/development experience demonstrating success in generating revenue.
- Ability to serve as a role model, exhibiting GOTR core values
- Ability to maintain positive relationships with volunteers, board members, community and staff.
- Substantial evidence demonstrating ability to draft compelling fundraising proposal, pitch documents and presentations



- Excellent written communication, research, and organizational skills
- Computer literacy, including Google Docs, Excel, Powerpoint and fundraising databases.
- Ability to manage multiple projects at one time and be a tenacious problem solver
- Ability to collaborate with and serve as an engaged member of the GOTR team
- Ability to be flexible, nimble, and gracious
- A desire to go above and beyond what is required of the position in an effort to ensure the success of GOTRSW
- Ability to travel within the GOTRSW region using a personal vehicle
- Ability to lift and carry up to 50 lbs.

Preferred

- Experience with Girls on the Run (or other similar youth, education, or wellness program)
- Experience working with a Board of Directors
- Strong connections within the local community

Position Specifics: Part-time (20 hours per week), busier during GOTR season running from September-November and March-June, slower over holidays and summer, salary position

Vacation blackout periods: Fall 5K (mid-November to early Dec), Spring 5K (early June), Annual Fundraiser (mid March), TBD GOTRSW special events.

This job description materially represents the duties and responsibilities of this position. However, employees may be asked to perform other job-related tasks as assigned by the Executive Director.