



Girls on the Run Michiana DIRECTOR OF DEVELOPMENT

Who are we?

Girls on the Run Michiana (GOTRM) is a life-changing, character development program for girls in 3rd through 5th grade. Our mission is to inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. The GOTRM program provides small group mentoring by volunteer coaches during which girls gain critical life skills to successfully navigate adolescence and become strong and confident women. As the culmination of the 10-week program, girls gain confidence through accomplishment by completing a non-competitive 5k event. Learn more at www.girlsontherunmichiana.org.

Job Overview

The GOTRM Director of Development works with the Executive Director and Board of Directors to plan and execute resource 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 support in grant writing. The Director of Development nurtures the culture of philanthropy throughout GOTRM, develops new sources of income, and maintains current revenue sources. This is a **half-time** position with flexible hours. Work may include occasional evenings and weekend days. The Director of Development reports to the Girls on the Run Michiana Executive Director.

RESPONSIBILITIES

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 GOTRM volunteers, as needed, in their roles of supporting resource 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. Train board members to participate in solicitation.
- Design and implement and/or continue direct mail programs.
- 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 GOTRM's program and 5k.
- Manage sponsorship entitlement 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-news, website, etc.
- Together with ED and marketing staff, 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 GOTRM.
- Work with Council Director to complete grant application forms, budgets and documentation. Manage the grants application process including progress of applications and maintenance of grant application files and reporting.

Special Events:

- Oversee planning of logistics for special events, including securing financial and in-kind event sponsors. Prepare related printed materials. Provide direction for event volunteers. GOTRM currently hosts 1-2 small group in-home events per year. Does not include 5k Celebration but may include a smaller VIP event for donors/sponsors at the 5k. A larger annual event is under consideration.

Administrative Duties:

- Track statistics related to individual and corporate donors.
- Track and manage donations, generating acknowledgment letters and donation receipts.

QUALIFICATIONS

Required

- **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
- Excellent interpersonal and communication skills; excellent oral communication
- Computer literacy, including Google Docs, Excel, Power Point, and fundraising databases

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 (Saint Joseph and Elkhart Counties)

Application Requirements:

Cover Letter

Resume including three professional references

Sample acknowledgment letter to a donor for a \$1,000 unrestricted gift to Girls on the Run

Send application materials to GOTRMjobs@gmail.com. Include job title in the subject line. Applications will be accepted through November 28, 2016. Questions may be directed to amy.coopercollier@girlsontherun.org.