



**The Loppet Foundation
Development Director
Job Posting**

[The Loppet Foundation](#)'s mission is to connect people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. The Loppet provides quality programming for people of all ages and experience levels, produces world class events, and strives to create a welcoming and inclusive community in its operations within Theodore Wirth Park and beyond. Loppet team members are dedicated and energetic individuals who work together leveraging the various aspects of the organization to create a whole that is more than the sum of its parts.

Job Summary: The Loppet seeks a Development Director to lead our philanthropic efforts. The Development Director works closely with the Executive Director and Board of Directors. Additionally, they frequently collaborate with the directors of other program areas within the organization. The Development Director is responsible for planning and implementing a comprehensive development strategy that encompasses major gifts, foundation giving, sponsorships, grants, corporate partnerships, annual giving, public funding, planned giving, and donor cultivation events. They also work closely with the marketing team to align strategic direction for communications including email and social media, solicitations and more.

The Development Director is responsible for the following:

- Develop and implement a comprehensive development strategy to meet the organization's fundraising goals.
- Create effective donor communications and appeal letters. Track and analyze campaign effectiveness.
- Supervise and manage the Development team. These management responsibilities include developing individual work plans and ensuring that work plan goals are achieved.
- Serve as the primary staff liaison to the Development Committee of the Board of Directors.
- Build out an annual sponsorship plan to deepen engagement with corporate supporters.
- Maintain a portfolio of (~75) major donors and major donor prospects to steward, cultivate, and solicit gifts.
- Work closely with the Administration and Finance team to ensure accurate data management and reconciliation.
- Plan and coordinate development events strategy across existing and new initiatives.
- Monitor and analyze data to evaluate performance and adjust strategies as needed.
- In partnership with the marketing team, develop storytelling strategies.
- Enhance systems for grant reporting and reconciliation.
- Participation within your team in advancing the Loppet's [Mission, Values](#) and [Strategic Equity Goals](#)
- Other duties as assigned.

Preferred Qualifications:

- Minimum of seven years of non-profit fundraising experience with a minimum of three years of experience in a senior development position, with a proven track record of success in major gifts, foundation giving, corporate partnerships, grants, annual appeals, and donor events.
- 5 years supervisory experience.
- Strong track record of meeting and exceeding organizational goals.
- Advanced written and verbal communication skills, including the ability to write compelling donor communications.
- Strong leadership and management skills, with experience managing a team of development professionals.

- Excellent interpersonal skills, ability to actively listen, and positively represent the organization and live out its mission & values.
- Demonstrated ability to work collaboratively with colleagues, board members, and volunteers.
- Experience with development software and/or CRM donor databases (Neon preferred).
- Ability to handle multiple tasks and meet deadlines.
- CFRE certification

Other Requirements:

- Access to reliable transportation
- Ability to pass a criminal background check
- Ability to work some evenings and weekend events, as needed.

This is a full-time salaried position. Schedule and location are generally flexible with the understanding that a presence during regular business hours is important. Annual salary ranges from \$90,000-100,000 per year, depending on demonstrable experience. The Development Director reports directly to the Loppet's Executive Director. The Development Director also directly supervises the Major & Corporate Giving Officer and Grants Manager, with a dotted line relationship to additional part-time administrative employees including database administrators.

This position includes the following benefits: mileage reimbursement, unlimited PTO, 401(k) retirement plan with 4% Loppet Foundation employer match, three health insurance plan options, dental insurance, life insurance and employee discounts, and the unique ability to work and play in the magnificent Theodore Wirth Park!

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. **Hence, we strongly encourage BIPOC, LGBTQIA+ and female/trans/non-binary-identified individuals to apply.***

Applicants must be currently authorized to work in the U.S. We are unable to sponsor or take over sponsorship of employment Visas at this time.

HOW TO APPLY:

No phone calls, no walks in. To apply, please follow the instructions below precisely:

- Email the following materials to hr@loppet.org with an e-mail subject that reads "Development Director Application:"
 - Resume (preferably in .pdf form), Cover Letter in the body of the email, and any salary expectations or references (Annually).
- Applications will be reviewed on a rolling basis and the position will remain open until filled.