



**Loppet Foundation
Individual & Corporate Giving Officer
Job Posting**

The Loppet Foundation's mission is connecting people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

Primary Directive: The Loppet Foundation's Individual and Corporate Giving Officer oversees much of the Foundation's efforts to engage and cultivate donors and sponsors of all levels. This position is a key partner with the Development Director in assuring that the Foundation meets its financial goals and grows its community of giving - including leveraging momentum created through the organization's hosting of a major international event in 2024.

Duties and Responsibilities:

- Oversee cultivation of new and existing individual donors and sponsors to the Loppet Foundation. This includes targeted communications, developing prospective donor lists and data analysis of current donor/sponsor databases.
- Maintain strong relationships with current donors and sponsors, including offering opportunities for deepening engagement with the Foundation.
- Works with the Executive Director to identify new individual and corporate giving goals and objectives, including exploring planned giving, endowment options and more.
- Works closely with the Admin team to ensure appropriate data management of development records.

Required Knowledge and Abilities:

- 5+ years working in individual giving, donor relations, sponsorship or development
- Results driven with strong strategic thinking and communication skills
- Experience working in and with diverse communities, and a commitment to ensuring that everyone in our community is invited to be a part of and connected to a donor base supporting outdoor adventure and community building activities
- Demonstrated commitment to diversity, equity, and inclusion

Preferred Knowledge and Abilities:

- Experience working with Microsoft Office (Excel and Word) and with a donor CRM system

This is a Full-time salaried position with an annual salary range of between \$75,000 - \$80,000 per year depending on demonstrable experience. Schedule and location are generally flexible with the understanding that a presence during regular business hours is important. However, it is also important to note there will be a variety of evening and weekend events outside of regular business hours that this role will need to be present for.

The Individual and Corporate Giving Officer works directly with the Development Director, with a dotted line to the Executive Director for individual giving and Events Director for event sponsorships.

This position includes the following benefits: Unlimited PTO, 401(k) retirement plan, with the Loppet Foundation matching employee contributions up to 3% of the employee's salary, and two health insurance plan options and a dental insurance option. And the 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, Indigenous and Queer-identified individuals to apply.***

HOW TO APPLY:

Email resume (preferably in .pdf form) and cover letter to hr@loppet.org with an e-mail subject that reads exactly "Individual and Corporate Giving Officer Application." In lieu of a cover letter you may provide an answer to one of the following questions:

- Based on the job posting, how do you see yourself adding value to this role and the foundation?
- Given your professional and personal goals, why are you interested in working with us right now?

All applications received by 7/19/2024 will be considered.