



**The Loppet Foundation
Development Director
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.

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 and collaborates 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, and donor cultivation events.

The Development Director is responsible for the following:

- Develop and implement a comprehensive development strategy to meet the organization's fundraising goals.
- 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.
- Work closely with the Executive Director and Board of Directors to establish a development plan and participate in developing the overall strategic plan for the organization.
- Maintain a portfolio of major donors and major donor prospects to steward, cultivate, and solicit gifts.
- Plan and coordinate community events.
- Collaborate with the Marketing & Communications team to develop and execute effective donor communications.
- Monitor and analyze data to evaluate performance and adjust strategies as needed.
- Advance the Loppet's [Mission, Values](#) and [Strategic Equity Goals](#).
- Other duties as assigned.

Preferred Qualifications:

- Minimum of seven years of non-profit development 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.
- Strong track record of meeting and exceeding organizational goals.
- Excellent written and verbal storytelling 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.

Other Requirements:

- Access to reliable transportation and authorization to run criminal background check

- Ability to work some evenings and weekend events, as needed.
- Ability to make a good impression, represent the Loppet in a professional manner, and clearly communicate effectively with donors and grantors.

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 \$85,000 - \$90,000 per year, depending on demonstrable experience. The Development Director reports directly to the Loppet's Executive Director. They also directly supervise the Individual & 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 Loppet Foundation employer match, three health insurance plan options, dental insurance, life insurance and employee discounts. Opportunity to work and play in 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 and Queer-identified individuals to apply.***

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 expectation (Annually).

The position will remain open until filled. Priority deadline of March 27, 2025.