



Job Title: Director of Outreach and Development
Location: Lancaster County, PA
Reports To: Executive Director
FLSA Status: Exempt

Girls on the Run (GOTR) of Lancaster & Lebanon is a local, positive youth development nonprofit organization dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

Our local GOTR council is a small and mighty organization that's highly regarded in our community. We work to nurture the physical and emotional health of our team members and encourage a balanced, healthy lifestyle that mirrors what we teach our girls in our program.

Every year, we inspire close to 2,000 girls to be joyful, healthy, and confident by using a fun, experience-based curriculum which creatively integrates running and other forms of physical activity. Since our council's founding in 2009, we've served over 18,000 girls, provided over \$1M in financial assistance, and now host one of the largest 5K events in the region.

GOTR believes that all girls and communities should have access to our programs. We strive to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

POSITION SUMMARY

We're seeking a full-time Director of Outreach and Development to join our organization—someone who embodies our team values of authenticity, connection, teamwork, collaboration, and kindness. This individual is responsible for advancing a sustainable development program and developing key partnerships in the community to help GOTR achieve its goals.

The best candidate will passionately reflect the vision, mission, and core values of GOTR and will have proven experience in fund development, community engagement, and grant management. This individual also will have a strong entrepreneurial spirit, attention to detail, excellent relationship building skills, strong follow through, and the ability to communicate compelling messages to diverse audiences.

KEY RESPONSIBILITIES

- **Goals & Strategy:** Develop and implement annual fund development initiatives and campaigns. In collaboration with the Executive Director, develop and manage fundraising goals and related budgets. Lead the charge for any fundraising events.
- **Annual Giving:** Cultivate, solicit, and steward a diverse portfolio of donors, sponsors, and grantors. Identify donors' philanthropic interests and provide opportunities to realize an incredible giving experience of their time, advocacy, and/or financial support to GOTR.

- **Community Engagement:** Recruit and maintain relationships with in-kind donors, with a focus on supporting the 5K Celebrations and fundraising events. Manage the Community Engagement Committee and develop beneficial community relationships that generate opportunities to creatively engage groups in the GOTR mission.
- **Outreach:** Serve as the liaison to connect community members and volunteers to council wide engagement opportunities. Develop and oversee the implementation of the SoleMates and Unstoppable Us initiatives. Collaborate with other team members to engage GOTR alumni and develop/foster sustainable alumni initiatives and programming.
- **Database & Reporting:** Maintain GOTR's donor database (Kindful), ensuring accurate donor records and supporting ongoing donor stewardship efforts. Analyze data and prepare reports for internal and external stakeholders.
- **Grant Management:** Oversee the grant program, including partnering with the Executive Director and outsourced grant writing vendor to research and write grant applications.
- **Growth Campaigns:** Working with GOTR's leadership, help develop strategies, materials, and plans for growth campaigns that advance the organization's strategic imperatives.

GENERAL RESPONSIBILITIES

- **GOTR Ambassador:** Serve as an ambassador for GOTR, exhibiting our core values and continuously work to advance our mission. Develop positive relationships with staff, volunteers, board members, donors, sponsors, parents, participants, media, and other community members.
- **GOTR Team Member:** Attend weekly staff meetings and core office hours on Tuesdays from 10am – 2pm. Attend quarterly Board of Director Meetings and Annual Strategic Planning Day. Provide support during the end of season 5K Celebrations and other vital program events and activities.
- **Thought Leader:** Contribute to the intellectual and organizational capacity of GOTR by staying apprised of local and national trends in youth development, non-profits, girls and women's health, and fundraising.

QUALIFICATIONS, EXPERIENCE, & ATTRIBUTES

- **Passion for Girl Empowerment:** Passion for the GOTR vision and mission, along with the ability to comprehend and effectively communicate issues like girl empowerment, self-esteem, body image, and whole-person health.
- **Development Experience & Education:** Minimum of 3 years of demonstrated experience in development and/or community engagement; nonprofit fundraising experience ideal. BA or BS degree preferred.
- **Leadership:** Demonstrated flexible leadership skills including relationship management and team building. Collaborative, participatory leader who enjoys a FUN, non-traditional culture and flexible (hybrid) work environment.

- **Communication Skills:** Outstanding communication skills in multiple environments and with a range of audiences. *Spanish speaking is a bonus!*
- **Technology:** Proficient in Microsoft Office: Outlook, Word, Excel, and PowerPoint and very comfortable with technology in general. Experience using donor and data management platforms.
- **Logistics:** Must live or be willing to commute to the Lancaster/Lebanon County area. Regular access to a reliable vehicle and ability to travel locally. Will require some nights and weekends, depending on event schedule.

COMPENSATION AND BENEFITS

Salary and benefits package, commensurate with experience. Includes medical and Simple IRA matching, unlimited vacation, flexible work schedule, and a compelling mission that provides growth opportunities and profound community impact.

APPLICATION INFORMATION

Interested individuals should submit the following to HumanResources@gotrlancaster.org:

1. A current resume highlighting your experiences and talents.
2. A cover letter expressing why you should be considered as an optimal candidate for the role. Please be sure to highlight how Girls on the Run aligns with your personal and professional values, talents, and experiences.