



**Job Title:** Development Director  
**Location:** Lancaster County, PA  
**Reports To:** Executive Director  
**FLSA Status:** Exempt, Full-Time  
**Level:** 15

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 around 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 20,000 girls, provided over \$1.5M 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 (Girls on the Run, Heart & Sole, and Camp GOTR). We strive to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff, coach, leadership, and other volunteer diversity and to promote a culture of inclusion across the organization.

## **POSITION SUMMARY**

The **Development Director** is someone who embodies our team values of authenticity, connection, teamwork, collaboration, and kindness. This position is responsible for supporting GOTR's capacity building efforts and fostering a thriving development program to ensure long-term financial sustainability for the organization.

The Development Director passionately reflects the vision, mission, and core values of GOTR and has proven experience in fund development, donor stewardship, major gifts, planned giving, endowments, alumni engagement, and grant writing/management. This individual also has 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 development programs, campaigns, and initiatives with **the goal of meeting GOTR's annual (operational), capacity building, and**

**legacy (long-term) fundraising targets.** Prepare and manage annual and strategic fundraising budgets.

- **Annual Giving:** Cultivate, solicit, and steward a diverse portfolio of donors 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.
- **Major Gifts, Planned Giving, & Endowment:** Identify donors with major gift potential and create thoughtful opportunities for those individuals to invest in GOTR's Legacy of Confidence, whether through annual gifts, planned giving, or the endowment fund. Create, implement, and assess the effectiveness of these programs.
- **Alumni Engagement:** Develop programming and giving opportunities to engage GOTR alum (participants, coaches, and volunteers) in meaningful ways that create a connection to the mission and a sustainable source of revenue for the organization.
- **Grant Management:** Oversee the grant program, including partnering with the Executive Director and outsourced grant writing vendor to research and write grant applications.
- **Annual Fundraising & Thought Leadership Events:** Oversee planning and execution of GOTR's annual fundraising event and thought leadership events.
- **Community Engagement Committee:** In collaboration with the Community Engagement Director, co-lead the Community Engagement Committee to develop opportunities to creatively engage groups in the GOTR mission.
- **Database & Reporting:** Maintain GOTR's donor database, ensuring accurate donor records and supporting ongoing donor stewardship efforts. Analyze data and prepare reports for internal and external stakeholders.
- **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 and Wednesdays from 10am – 3pm during the fall and spring seasons. 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, IDEA (inclusivity, diversity, equity, and access), 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.
- **Experience & Education:** Minimum five (5) years of development/fundraising experience, along with three (3) years of management experience required. BA or BS degree preferred. Demonstrated success securing major gifts, along with growing planned giving program(s) and/or endowment fund(s). Experience with alumni programming 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 transportation and ability to travel locally. Will require some nights and weekends, depending on event schedule.

**ACCEPTED**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_