

Development Director

The Development Director works closely with the Executive Director to help the Loppet Foundation achieve its [mission and vision](#).

Primary Objective: To lead the Foundation's fundraising efforts, secure financial aid, help protect the Foundation's brand, and communicate its mission and accomplishments to Foundation members, potential donors, and grant organizations.

The Development Director is responsible for:

- Working to make the Board of Directors' priorities in the development area, as articulated in the Loppet Foundation's [long-term business plan](#), a reality.
- Developing fundraising/development plans and budgets, and ensuring that the organization meets its fundraising objectives:
 - Working with the campaign committee and co-chairs to manage the capital campaign.
 - Developing and meeting goals for an annual fund and for grants to support Foundation activities.
 - Increasing membership base of the organization.
 - Identifying and writing/overseeing grant writing process.
 - Planning and implementing planned giving for the organization.
 - Working with the executive director to identify new funding opportunities.
 - Working with Adventures staff to identify funding needs, and bringing donors and prospects closer to programming.
- Working with the Development Committee and the Committee Chair of the Foundation's Board to provide necessary information and guidance
- Working closely with the Data & Registration Manager and the Administrative Assistant, and overseeing the Development Coordinator
- Collaborating closely with the Marketing & Communications Director on branding, storytelling, and messaging, especially on monthly and bi-annual newsletters.
- Coordinating with all other departments of the Foundation.

The Development Director reports to the Executive Director.

Please email resume and cover letter to the Foundation's Executive Director Ray Aponte at aponte@loppet.org.