

OurFundraisingSearch

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Job Title: Director of Development

Reports To: Executive Director

Summary:

The Kyle Pease Foundation is seeking a Director of Development who will be responsible for the creation and strategic direction of the Foundation's development efforts. The person in this role will implement, monitor and manage strategies to meet annual fundraising goals with a focus on grants, the creation of an individual giving program, the cultivation and stewardship of relationships and personally securing gifts from donors in support of the Foundation's growth. The Director of Development will manage department staff and volunteers responsible for the execution of Foundation events.

Duties & Responsibilities:

- Develop and coordinate execution of an annual fundraising plan
- Conduct research to identify and apply for new grants and cultivate existing grant opportunities
- Develop and propose strategies for prospect cultivation and solicitation of prospects
- Develop and propose strategies for the stewardship of donors
- Supervise team members to ensure effective coordination of events
- Maintain database of donors and supervise staff responsible for gift processing, tax letters, acknowledgements, etc.
- Oversee the creation and distribution of the annual report
- Engage in outreach for speaking engagements, donor communication, and media as requested by marketing

Qualifications & Skills:

- Bachelor's degree or equivalent work experience
- Minimum 1-3 year(s) experience in development role
- Proficient in G Suite and Microsoft Office applications
- Knowledge of and experience managing donor management systems
- Ability to work some nights and weekends as needed

About The Kyle Pease Foundation:

Mission Statement: Improve the lives of people with disabilities through sports.

Vision Statement: To create opportunities of inclusion for every person with a disability.

The Kyle Pease Foundation was founded in 2011 by brothers Kyle & Brent Pease upon completion of their first triathlon in April of that year. Kyle wanted to share the experience of inclusion with others, so the idea of KPF was born. After a few months of work, the group received their IRS determination as a 501(c)3 not for profit organization, and off they went. In March of 2012 they supported their first athlete and the brothers, and the organization has continued to grow since then.

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To Apply:

To submit an application for this position, submit your resume and cover letter to <https://ourfundraisingsearch.welcomekit.co/>

If you have application questions, please email them to ourfundraisingsearch@gmail.com.