



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

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.

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 girls over 22,000 times, provided over \$1.6M in financial assistance, and now host one of the largest 5K events in the region. To learn more about our council visit: [www.gotrlancaster.org](http://www.gotrlancaster.org).

Girls on the Run 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.

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.

#### **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 outreach 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, 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) and legacy (long-term) fundraising targets**. Prepare and manage annual contributed income 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 Empowerment campaign- whether through annual gifts, planned giving, or the endowment fund. Create, implement, and assess the effectiveness of these programs.
- **Grant Management:** Oversee the grant program, including partnering with the Executive Director and outsourced grant writing vendor to research and write grant applications.
- **Sponsorship Management:** Maintain and strengthen relationships with current sponsors, while actively seeking out and cultivating new partnerships. Securing financial support by ensuring sponsor engagement to meet revenue targets within the established budget.
- **Annual Fundraising & Thought Leadership Events:** With GOTR event planner, oversee the execution of GOTR's annual fundraising event. Assist in planning and execution of Thought Leadership Events.
- **Database & Reporting:** Work closely with GOTR Data Specialist to maintain GOTR's donor database in Bloomerang, 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 – 4pm. 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 three years of non-profit development/fundraising experience, along with 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).
- **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 with the ability to deliver presentations to large groups, the media, and other key stakeholders.
- **Technology:** Proficient in Microsoft Office: Outlook, Word, Excel, and PowerPoint and very comfortable with technology in general. Experience using the donor and data management platform Bloomerang is a bonus.
- **Logistics:** Must live in the Lancaster/Lebanon County area. Regular access to transportation and ability to travel locally. Will require some nights and weekends, depending on the event schedule.
- **Work Environment:**
  - Expect:**
    - Frequent travel within the county using a personal vehicle
    - Out-of-state travel for annual conference every two years
    - Ongoing in-person and virtual interactions in the community
    - Occasional evening and weekend events, including Board meetings, bi-annual 5ks, and program support events
    - Frequent meetings with donors, funders, and stakeholders
    - High-speed internet home internet to access all systems
    - Occasional lifting boxes of supplies, materials, etc.

## COMPENSATION AND BENEFITS

This full-time, exempt position offers a salary of \$68,000 - \$85,000 annually, depending on skills and experience. At Girls on the Run Lancaster – Lebanon we proudly offer:

- Simple IRA with GOTR Lancaster- provided matching contribution
- Unlimited PTO (must be approved by ED) and flexible work schedule
- Mileage reimbursement and phone stipend

- Company laptop
- A compelling mission that provides growth opportunities and profound community impact.

## **APPLICATION INFORMATION**

Interested individuals should submit the following to [admin@gotrlancaster.org](mailto:admin@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.