

Employer:	Adaptive Sports Foundation
Job Description:	Director of Development
FLSA Classification:	Exempt/Full-Time
Location:	Windham, NY & Remote
Salary Range:	\$70-75k annually
Reports to:	Executive Director
Job Function / Area:	Development / Philanthropy
Willingness to Travel:	25-50%
Extra Time Required:	Some weekends and evenings
Posted:	July 7, 2021

POSITION DESCRIPTION

OUR MISSION: *Empower lives through adaptive sports.*

Founded in 1984, the Adaptive Sports Foundation's work promotes physical activity for children and adults with disabilities. ASF students are five years of age and older and live with disabilities ranging from relatively mild learning disabilities to more severe disabilities such as paralysis, autism, amputation, cerebral palsy and traumatic brain injury. Winter recreation programs are offered on an individual and group basis from December through March and feature alpine skiing and snowboarding. ASF has a very active competition program, preparing athletes for Paralympic and Special Olympic competition. Our summer military programs teach veterans golf, recreational and competitive canoeing and kayaking, cycling, stand up paddle boarding and personal fitness.

POSITION SUMMARY

Under the supervision of the Executive Director, the Director of Development will work closely with the key leadership to develop and execute campaigns and special events aligned with the ASF's adaptive sports mission and programming. The Director of Development's primary role is to drive revenue growth by identifying connections and cultivating relationships, creating innovative campaigns to engage donors, and juggling and moving multiple projects forward with high-level strategic thinking and hands-on implementation.

ESSENTIAL RESPONSIBILITIES

SUSTAINABLE DEVELOPMENT

- Create a strategic revenue growth plan annually with new prospects, inclusive of foundation/corporate/institutional partners, sponsors, individual donors, and new assets/initiatives, and actively seek and develop opportunities
- Monitor financial expenditures and progress against budgetary plan and take appropriate measures to meet top line and bottom line development goals, ensuring a high ROI in meeting revenue targets
- Oversee the development and implementation of policies and technology/systems that support donor relationship management, marketing, communications, and growth
- Provide timely and accurate reporting to ASF's Executive Director, Board of Trustees, and supporters to ensure transparency of development efforts

- Bring practical insight and best-practice strategy to the work of the Board of Trustees in revenue generation and serve as a resource to trustees who engage in prospect/donor cultivation, solicitation, and stewardship
- Oversee the design, creation and production of all media and collateral associated with development efforts
- Nurture our culture of giving with our communities inside and outside of ASF, from trustees, staff, volunteers, participant families, to Windham Mountain Resorts, to the town of Windham's residents and businesses, to our corporate sponsors/partners

MAJOR GIFTS

- Develop and implement strategic plans and best practices for revenue growth, driving and encouraging creativity and innovation
- Be an active, bold and effective networker to strengthen corporate, foundation, high-wealth individual and commercial relationships;
- Provide leadership, direction and coaching to ASF'S Advisory & Development Board to help members meet individual and team annual goals/targets and provide support in building strong relationships with current donors keeping them engaged, informed and inspired to retain long-term funding relationships

GRANTS

- In collaboration with ASF programming staff and Executive Director, identify grant funding opportunities for current programs and future initiatives
- Oversee relationship with outside grant writer and manage all activities and timeframes
- Assume fiscal responsibility; manage accounting and auditing to ensure compliance of our grant programs
- Report activities and results quarterly and at year-end

KNOWLEDGE & COMPETENCIES

- Strong interpersonal, verbal, and written communications skills
- Ability to establish rapport with high-level donors, members of the Board of Trustees and committee members
- Independent, efficient and detail-oriented with work
- Ability to collaborate with colleagues across the organization and be flexible to respond to changing priorities
- Demonstrated experience with peer-to-peer fundraising and corporate relationships
- Strategic thinking abilities with strong planning, organizational and implementation skills
- Experience with fiscal planning, forecasting, and budgeting
- Public presentation capabilities to engage small or large groups of participants, volunteers, and donors
- General computer proficiency, competence with office software, knowledge of Salesforce a plus, as well experience with various fundraising and ecommerce platforms
- Knowledge of and interest in adaptive recreational sports and working with individuals of all abilities

MINIMUM EDUCATION & EXPERIENCE

- Bachelor's degree from an accredited college/university
- 5+ years of progressive responsibility and related experience in nonprofit development/fundraising, sales/business development, marketing, communications, and/or revenue growth possibly combined with nonprofit experience
- Knowledge of corporate sponsorship development and grant writing
- Proven track record of achieving financial goals and successful operational strategies

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Submit resume & references to:

John Iannelli, Deputy Executive Director
john@adaptivesportsfoundation.org