



Runnin' for Rhett Foundation

Job Title: Director of Development

This is a full time position located in the Sacramento, CA area. Runnin' for Rhett is an Elk Grove, CA based non-profit whose mission is to let Rhett's story inspire, uplift, and encourage others to MOVE INTO LIFE.

With the hiring of this position, Runnin' for Rhett continues its growth as a four-person organization, representing the largest after-school youth fitness program in Northern California. As such, we seek a knowledgeable candidate to implement simultaneous fundraising strategies and complete tasks associated with cultivating charitable giving and event management. The position will require a broad application of skills and functions to continue Runnin' for Rhett's growth, necessitating flexible work prioritization with diverse tasks. This position offers significant opportunities for professional development for the right individual who excels in grant and event management.

Salary depends on experience, and benefits include medical insurance stipend, cell phone stipend, Simple IRA retirement program with employer matching, and pre-negotiated expense reimbursements.

Job Description:

The Director of Development will work both internally at Runnin' for Rhett and externally with potential donors to grow yearly revenue.

Reporting to and in partnership with the Executive Director, the Director will spearhead development efforts as Runnin' for Rhett continues to grow. The Director will have the opportunity to build the development function.

This remote position requires face-to-face meetings with funders and sponsors as needed to complete the job responsibilities.

Duties will include:

- Conduct the full range of activities required to prepare, submit, manage, and track grant proposals to foundation and corporate sources
- Perform prospect research and evaluate foundations and corporations
- Gather necessary information to report to corporate/foundation funders on current grant programs
- Develop and maintain ongoing relationships with major donors, including community and business leaders, foundations, and corporations
- Create and execute a strategy for large sustained base of annual individual donors and revenue growth
- Possess a full understanding of institutional history and programs

- Lead the development and organization of several large-scale social and athletic events annually
- Create compelling materials for event and program sponsor solicitation and management
- Develop suite of marketing material including, but not limited to, web, print, radio, television, and social media
- Represent Runnin' for Rhett at critical events throughout the year to help grow membership and supporter base
- Create year-end reports

Knowledge and Skills:

- Strong written communication skills
- Experience writing clear, structured, articulate, and persuasive proposals
- Outstanding grammar, research, and editing skills
- Attention to detail
- Excellent time management skills and ability to meet deadline
- Knowledge of basic fundraising techniques and strategies
- Ability to work successfully independently and as part of a team
- Strong Office and internet Skills
- Experience in Adobe Creative Suite, Canva, and Constant Contact (or equivalent)

Qualifications:

- Commitment and passion for both youth and adult fitness and combating childhood obesity and inactivity
- Bachelor's Degree in communications, English, professional writing, or a similar major or experience in fundraising, marketing, administration, event planning/management, community organizing or communications and engagement
- Strong organizational, analytical, research, and administrative skills
- Experience monitoring and meeting income goals
- Able to work well in a team environment, handle multiple assignments, and meet deadlines
- Self-starter and able to work and maintain productivity under minimal supervision
- Flexibility to work longer hours some days (with accompanying time off for personal use when appropriate) and take on additional responsibilities and special projects as necessary