



Position Title: Development Director
Reports to: Executive Director
Position Status: Salary, exempt; full time or part time options

PAL: Play. Advocate. Live Well! (formerly Partners for Active Living) is a preventative health nonprofit that advances active living, promotes healthy eating and fosters health equity.

Key projects include opening and operating Spartanburg BCycle, hosting the annual downtown Criterium and Turkey Day 8K, spearheading The Daniel Morgan Trail Network and parks like the Rail Yard, coordinating cooking classes and advocating for a strong local food system, and working with schools to promote health and wellness.

For more, visit www.palspartanburg.org

Position Summary

The Development Officer is a salaried, exempt position that will be responsible for developing and executing PAL's annual fundraising plan, setting annual fundraising and donor cultivation goals and strategies, managing cultivation and solicitation activities, overseeing the use of donor software, developing and maintaining ongoing relationships with major donors, and creating a strategy for a large sustained base of annual individual donors.

Position Responsibilities

FUNDRAISING

- Actively cultivate and nurture relationships with current and potential individual donors in the community.
- Develop, maintain, and manage a major and planned gift prospect list.
- Collaborate with the staff to design and execute PAL's annual campaign collateral including online giving campaigns and direct mail solicitations, etc.
- Manage donor recognition and stewardship program to retain donors and encourage increased engagement in PAL's mission.
- Work with the Marketing and Events Director to convey our mission, value, and relevance in a manner that is highly compelling in all our communications and marketing materials.
- Serve as a staff resource for the Development Committee of the Board of Directors.
- Establish a planned giving program.

GIVING ADMINISTRATION

- Manage the organization's overall approach to data and record keeping, in consultation with the executive director.
- Utilize Network for Good to support strategic donor cultivation and solicitation; and to prepare campaign management reports, campaign forecasting, prospect tracking, etc.



- Ensure accurate and timely gift record-keeping, management of database, and all records, files, gift processing, pledge reminder and donor acknowledgements.
- Provide support for the Executive Director and the board of directors and other campaign leadership.
- Attend Development Committee related meetings.

GRANTS MANAGEMENT

- Support PAL team in completing corporate, foundation, and government grants.
- Track and oversee report submissions.

Other Responsibilities

- Participate as appropriate in the annual Criterium, Turkey Day 8K, and other events.
- With the Marketing & Events Director, explore an annual donor and volunteer gathering.

Essential Skills and Experience

- Familiarity with and belief in the mission, vision and values of PAL.
- Bachelor's degree.
- Ability to work as a leader and as part of a team.
- A strong fundraising skillset commensurate with approximately 2-4 years in the field, with emphasis on securing major and planned gifts.
- A strong record of campaign leadership through development, implementation and management.
- Expert capability to organize and implement strategies toward attainment of target goals and stretch goals.
- Expertise in writing donor acknowledgements.
- Proven grant writing and proposal experience.
- Proven ability to multitask.
- Relationship building skills and a willingness to spend ample time out of the office.
- High level of proficiency in Microsoft Word, Excel, and PowerPoint.
- Poised professional that is enthusiastic and self-confident with a proven ability to present information concisely and effectively to a broad range of internal and external constituents, including staff, board members, donors and prospects.
- Must be able to work independently, handle confidential information, and navigate sensitive situations.
- Be capable of exercising a high degree of delegated responsibility.

For consideration, please email by October 15, 2021, cover letter and resume to: Laura Ringo, Executive Director, PAL (Iringo@palspartanburg.org)