



Title: Development Manager
Part-time; 10-15 hours weekly

Job Description

The Live Like Blaine Foundation is a growing non-profit seeking a development professional who can help take our organization to the next level. The Development Manager will be responsible for planning and executing our annual fundraising event in November and other virtual and in-person events throughout the year.

The ideal candidate is enthusiastic, energetic, has experience in development and enjoys developing relationships and partnerships that will further Live Like Blaine's mission. The position requires networking with donors as well as event planning, so professionalism and attention to detail are essential.

About Live Like Blaine

The Live Like Blaine Foundation was established to honor the memory of Blaine Steinberg, a young athletic leader who passed away suddenly six years ago during her junior year at Dartmouth. Our mission is to inspire and empower young women to become leaders through athletics.

We want to make girls FIT TO LEAD. We have four core programs which reach over 300 girls each year. 1) Live Like Blaine Leadership Academy (full year program), 2) Captain's Practice Leadership Conference on MLK Day, 3) Scholarships for girls to attend the summer sports leadership camps and, 4) Two Harlem Lacrosse programs in Philadelphia that serve at-risk middle schools girls.

About the position

We are seeking an energetic, personable, hard-working person to serve as the Development Manager for the Live Like Blaine Foundation.

Specific Responsibilities include:

- Develop and oversee annual fundraising program.
- Identify prospective individual, foundation and corporate donors and develop strategies to cultivate those relationships. Maintain and engage relationships with existing donors.
- Collaborate with staff on management and planning of fundraising events, Advisory Board meetings and other donor programs.

livelikeblaine.org • Two Bala Plaza, Suite 401, Bala Cynwyd, PA 19004

Live Like Blaine Foundation is a 501(c)(3) tax-exempt non-profit organization



- Develop print marketing collateral related to fundraising.
- Maintain donor database and records.
- Create donor communication plans and execute e-newsletters, social media posts and website updates. Experience with InDesign, Canva and other design software preferred.
- Seek out new and meaningful ways to connect donors to Live Like Blaine programming.

Qualifications

We seek to hire an individual who is passionate about developing the next generation of female leaders. We are seeking a motivated self-starter who is comfortable working as a member of a team as well as independently. We value can-do attitudes, authenticity, and a willingness to take initiative. Have experience in non-profit fundraising, development and event planning.

The ideal candidate will:

- **Uphold the Live Like Blaine culture.** Our positive, intentional, high energy, compassionate culture is vital to our success. We hire individuals who we feel exude these qualities.
- **Have experience in non-profit fundraising and development.**
- **Believe in** working hard and working as a team.
- **Believe in** self-improvement and continued learning.
- **Be creative.** Ability to write well and have digital design skills.

Please email resume and cover letters to Kate Rosen, Director of Operations.
Kate@livelikeblaine.org.