

Development & Program Director ***The Peyton Walker Foundation***

The Peyton Walker Foundation is a national leader in providing programs and services for Sudden Cardiac Arrest prevention, awareness and survival. This is an opportunity to be part of an elite team that is truly making an impactful difference and saving lives in the Central Pennsylvania community and beyond.

The Development & Program Director will establish and implement a comprehensive fundraising plan - including corporate and foundation solicitations, planned giving, special events and major gifts. The Director will also manage the foundation's programs and services provided for the community.

The Director must be a strategic thinker, with the ability to identify challenges and opportunities, and develop creative solutions to meet fundraising goals. The Director must be able to work collaboratively with our community partners, board members and volunteers.

Job Responsibilities, Including:

- Develop fundraising plan to include corporate partnerships, fundraising events and legacy giving.
- Manage the Foundation's two fundraising events annually.
- Work in conjunction with foundation staff to coordinate programs & services for the community.
- Manage day-to-day operations of the Foundation office and liaise with the staff to assure organizational success.
- Be creative, solve issues, introduce & implement new ideas.
- Deliver outstanding customer service with a focus on preserving and upholding brand integrity.
- Engage our volunteer network to accomplish organizational goals.

Required Knowledge, Skills and Abilities:

- Bachelor's degree required.
- Excellent interpersonal skills as well as exceptional oral and written communication skills.
- Minimum two years experience in not-for-profit fundraising or sales, with a documented and successful track record.
- Logistics management and organizational skills are essential, with strong attention to detail.
- Minimum one year special event planning experience.
- Ability to work independently.
- Willingness to adapt in a fast-paced and frequently changing environment.

Full time position, in person. Occasional evening / weekend work.

Salary Range: \$75,000 - \$80,000

Benefits:

Health Insurance
Dental Insurance
Vision Insurance

Retirement Benefits
Health Savings Account
Paid Time Off & Holidays

Please submit statement of interest, resume and references to team@peytonwalker.org