

## Development Director

**Organization:** The Orthotics & Prosthetics Foundation for Education and Research (The O&P Foundation)

**Reports to:** Executive Director

**Location:** Remote (occasional travel for events/meetings)

**Employment Type:** Full-Time (40 hours/week)

## About The O&P Foundation

The Orthotics & Prosthetics Foundation for Education and Research (The O&P Foundation) is a national 501(c)(3) public charity founded in 2023. The O&P Foundation advances the orthotics, prosthetics, and pedorthics (OP&P) professions through academic scholarships, research grants, and professional development programs. These initiatives strengthen the OP&P workforce, expand the evidence base for clinical practice, and support high-quality, patient-centered care nationwide.

As the O&P Foundation experiences rapid growth, we are seeking an experienced and entrepreneurial **Development Director** to build and lead a comprehensive fundraising program focused on long-term sustainability, donor engagement, and national impact. This individual will serve as both a strategic architect and a hands-on fundraising leader.

## Compensation

- **Salary Range:** \$75,000–\$80,000 annually, commensurate with experience
- **Performance-Based Incentive Program:** Highly competitive, progressive annual incentive structure tied to organizational fundraising performance
- **Merit-Based Annual Bonus:** Additional merit bonus awarded for quality of work and performance
- **Benefits:** No additional benefits included (role is fully remote with flexibility)

## Position Summary

Reporting to the Executive Director and collaborating closely with the Board of Directors, Fundraising Committee, and consultants; the Development Director will design and implement multi-year fundraising strategies, manage donor relations, oversee stewardship, and lead the CRM and analytics functions. This individual will execute solicitations across major gifts, campaigns, corporate partnerships, grants, and annual giving efforts.

The role is key to achieving and exceeding **annual fundraising goals of \$600K–\$1M+** and offers a significant opportunity to shape The O&P Foundation's long-term growth within a small, entrepreneurial, mission-driven organization.

## Core Responsibilities

### A. Strategy & Execution

- Design and lead annual fundraising strategy and multi-year development roadmap
- Implement diversified revenue strategies including campaigns, appeals, events, corporate partnerships, and peer-to-peer fundraising
- Manage annual giving, major gifts, grants, planned giving, DAFs, and sponsorship programs
- Establish fundraising KPIs, ROI metrics, dashboards, and donor retention strategies
- Align development goals with organizational strategy and program priorities

## **B. Donor Relations & Stewardship**

- Cultivate and steward relationships with individual, corporate, foundation, and institutional donors
- Manage solicitations and donor pipelines using comprehensive moves management
- Oversee acknowledgments, donor communications, and recognition programs
- Produce donor impact reports and stewardship materials that communicate measurable outcomes

## **C. CRM & Data Management**

- Maintain and optimize the donor database (Network for Good/Bonterra) to track giving history, engagement, and forecasts
- Develop segmentation strategies and data dashboards for reporting to the Executive Director and Board
- Ensure adherence to data accuracy, gift documentation, restricted fund compliance, and charitable solicitation regulations

## **D. Grants & Corporate Development**

- Write and manage proposals for foundation, corporate, and any relevant government grants
- Develop sponsorship packages, corporate partnership proposals, and partner onboarding materials
- Support restricted fund management in collaboration with the Executive Director and accountant

## **E. Board & Consultant Engagement**

- Equip Board members with tools, training, and guidance to participate effectively in fundraising and stewardship
- Collaborate with external consultants for prospecting and research
- Support Board and committee activities related to fundraising, marketing, events, and donor relations

## **Qualifications & Skills**

### **Required**

- Bachelor's degree in communications, nonprofit management, business, public relations, or a related field

- 3+ years of professional fundraising experience
- Demonstrated success in major gift solicitation (\$10K–\$100K+), campaign execution, and grant development
- Proficiency with donor CRMs (Network for Good, Bonterra, or similar) and data-driven fundraising analytics
- Strong writing, communication, and presentation skills
- Entrepreneurial, results-driven mindset with the ability to work independently in a fully remote environment
- Strong interpersonal and relationship-building skills
- Working knowledge of charitable giving regulations and nonprofit fundraising compliance

### **Preferred**

- Experience in healthcare philanthropy, medical research, or workforce development sectors
- Certified Fund-Raising Executive (CFRE) credential
- Master’s degree in nonprofit leadership, business, philanthropy, or related field
- 5+ years of fundraising experience, including leadership or director-level responsibilities
- Proven track record securing \$500K–\$1M+ annually through diversified revenue channels

### **How to Apply**

Please submit the following items to [submissions@oandpfoundation.org](mailto:submissions@oandpfoundation.org):

- Resume
- Cover letter describing relevant experience and interest in the role
- Include 3 references (former collaborators, board chairs, corporate contacts, clients, etc.) who can speak to different facets: leadership, fundraising success, and relationship building.
- Prepare a writing sample or portfolio: e.g., a past grant narrative you helped draft; a campaign summary.