



DEVELOPMENT AND OUTREACH DIRECTOR | ON YOUR FEET FOUNDATION

About the Organization

On Your Feet Foundation is a 501(c)3 founded in 2001 by adoptive parents, adoption professionals and a birth parent who recognized the need for post-placement support for those who have placed children for adoption.

We define a birthparent as a person who has placed a child for adoption.

We provide the comprehensive support, services, and community that birthparents deserve no matter when they placed their child for adoption and we advocate for birthparent rights and ethical practices in adoption in order to improve outcomes for all members of the adoption constellation.

Position Overview

Location: Remote/Flexible; must be local to Chicago

Schedule: Part-time (20-25 hours per week)

Reports to: Executive Director

As On Your Feet Foundation approaches its 25th anniversary, we seek an experienced development professional to lead our fundraising strategy and galvanize support for our mission. The Development and Outreach Director will spearhead comprehensive fundraising initiatives while building strategic partnerships within the adoption community. This role combines senior-level development leadership with community engagement responsibilities, with some program coordination duties that may be redistributed as the organization grows to allow greater focus on development strategy.

Key Responsibilities

Development & Fundraising (Primary Focus)

- Develop and execute multi-year fundraising strategy, including 25th anniversary campaign planning
- Lead major donor identification, cultivation, and stewardship efforts
- Plan and execute comprehensive fundraising strategies including annual appeals, capital campaigns, and special events
- Research, identify, and write competitive grant applications to foundations, corporations, and government entities

- Build and implement strategies to significantly expand donor base and increase retention rates
- Optimize donor management and stewardship activities using Little Greenlight CRM system
- Coordinate high-impact fundraising events from strategic conception through execution
- Analyze fundraising metrics and adjust strategies to maximize effectiveness

Strategic Community Partnerships & Outreach

- Develop strategic partnerships to advance organizational mission and fundraising goals
- Oversee the Birthparent Support Alliance program, including recruitment and management of member organizations
- Lead membership development and contract negotiations with adoption agencies and corporate partners
- Build and maintain high-level relationships within the broader adoption community
- Represent the organization at conferences, meetings, and community events as a key spokesperson
- Cultivate relationships with adoption professionals, agencies, and related organizations for partnership opportunities

Program Oversight & Coordination

- Provide oversight for Activism in Adoption program operations, including strategic guidance on:
 - Registration processes and systems optimization
 - Participant experience and engagement strategies
 - Quality assurance for questionnaires and certification processes
- Collaborate with program staff to ensure seamless service delivery aligned with fundraising messaging
- Maintain program databases and tracking systems for reporting and development purposes

Communications & Marketing Collaboration

- Partner with Executive Director and Communications Director on donor-focused communications strategy
- Contribute to content creation for newsletters, social media, website, and marketing materials from a development perspective
- Maintain and optimize contact databases for maximum fundraising effectiveness

Qualifications

Required

- Bachelor's degree or equivalent professional experience
- 5+ years of nonprofit development/fundraising experience with proven results
- Demonstrated success in major donor cultivation and individual giving programs
- Strong track record in online fundraising, donor management, and retention strategies
- Experience with CRM systems (Little Greenlight experience preferred)

- Exceptional written and verbal communication skills with ability to inspire giving
- Superior organizational and strategic project management abilities
- Proficiency in Microsoft Office Suite, Google Workspace, and database management
- Proven ability to work independently while managing multiple strategic priorities
- Experience building and maintaining professional relationships

Preferred

- 7+ years of nonprofit development experience with increasing responsibility
- Proven success with major gifts (\$5,000+ range) and campaign fundraising
- Extensive experience in grant writing and foundation relations
- Knowledge of the adoption landscape and related issues
- Personal or professional connection to adoption (preferred, not required)
- Event planning and management experience for fundraising purposes
- Experience with online fundraising platforms, peer-to-peer campaigns, and digital engagement tools
- Strategic planning and organizational development experience

What We Offer

- Opportunity to make a transformational impact during our 25th anniversary milestone year and beyond
- Leadership role in advancing critical support for birthparents and families
- Flexible, remote work environment with collaborative team culture
- Professional development opportunities and conference attendance
- Supportive environment for creative fundraising approaches
- Compensation commensurate with experience (\$18-\$25/hour, with potential for adjustment based on qualifications)

Application Process

To apply, please submit a cover letter, resume, and three professional references. In your cover letter, please address your interest in our mission, your vision for advancing our fundraising as we enter our 25th year, and relevant experience in development leadership and community engagement.

On Your Feet Foundation is an equal opportunity employer committed to diversity and inclusion. We encourage applications from individuals of all backgrounds, including those with personal connections to adoption.

For more information about our work, visit www.onyourfeetfoundation.org and www.activisminadoption.org