

## **BORP Adaptive Sports and Recreation Development Director Job Description**

Founded in 1976 in Berkeley, California by individuals with disabilities, BORP is the Bay Area's leading provider of adaptive recreation. BORP's mission is to empower youth and adults with mobility and vision disabilities through sports, fitness, and recreational programs that foster independence, health, community, and belonging. We offer a diverse range of programs, from sports such as wheelchair basketball, goalball, power soccer, pickleball, and wheelchair rugby to adaptive cycling, kayaking, climbing, adventures, and fitness classes—all designed to enhance quality of life, boost self-confidence, and build an inclusive community.

### **Position Overview:**

At a transformative moment in BORP's growth, we are seeking a strategic, mission-driven Development Director to lead and grow our fundraising efforts. With a current budget of approximately \$1.32 million, BORP has a diverse and balanced funding portfolio. Founded in Berkeley, BORP has significantly expanded its reach and impact in recent years, bringing programming to San Francisco and San Jose. With strong donor loyalty, a compelling track record, significant unmet need, and skilled leadership, we seek a hands-on development director with the energy and skill set to get BORP to the next level.

Reporting to the Executive Director, this role will lead efforts to increase BORP's visibility, sustainability, and donor base. As a key member of the leadership team, you will guide the organization's revenue strategy and play a central role in ensuring BORP can reach everyone in the Bay Area who would benefit from our programs.

The ideal candidate will combine development expertise with exceptional communication and relationship-building skills, a strong strategic mindset, and deep enthusiasm for BORP's mission.

### **Key Responsibilities**

- Design and implement a comprehensive development plan to increase revenue from individual donors, corporations, and foundations.
- Manage a portfolio of donors and prospects, with a focus on gifts of \$1,000–\$25,000 and long-term stewardship
- Develop and implement strategies for identifying and cultivating prospects
- Develop and implement strategies for recurring and planned giving
- Lead fundraising and sponsorship efforts for BORP's signature annual event, the Revolution Ride, and coordinate several smaller fundraising events throughout the year
- Collaborate with the Executive Director to cultivate and secure corporate partnerships and event sponsorships
- Oversee donor communications, including appeals, newsletters, and marketing content, to enhance visibility and engagement
- Maintain and refine development systems and processes, including database management
- Manage and ensure data entry and gift processing
- Develop organizational performance metrics and provide regular reports on fundraising progress and revenue projections
- Work with Executive Director on grant prospecting, writing, and reporting.
- Other duties as assigned

**Desired Experience and Qualifications:**

- At least three years of experience in a fundraising position, with demonstrated success cultivating prospects and soliciting major gifts
- Experience leading successful fundraising events with 100 guests or more.
- Excellent written, verbal, presentation and interpersonal communication skills
- Strong relationship-building abilities with a variety of stakeholders
- Proficiency with CRM systems and database management (BORP currently uses NEON)
- Proficiency with Microsoft Office Suite and Google Suite
- Demonstrated ability to take initiative, think creatively, and work both collaboratively and independently
- Bachelor's degree
- Strong commitment to diversity and to contributing to an inclusive working and learning environment
- Demonstrated understanding of, passion for, and commitment to BORP's mission

**Work Schedule:**

This is a **hybrid** position based in the Bay Area of 25–40 hours/week depending on the candidate's skills, interests, and availability. Occasional evening and weekend hours are required for events.

**Compensation**

Salary: \$85,000-\$100,000 annually (based on a full-time, 40-hour schedule; will be prorated for a part-time schedule)

Employees working over 30 hours per week are eligible for a comprehensive benefits package including health, dental, and vision insurance, SIMPLE IRA with employer match, and generous paid time off (up to three weeks' vacation and 2.5 weeks' sick leave).

**To Apply**

Please send a cover letter and resume to Emily Seelenfreund at [emily@borp.org](mailto:emily@borp.org)

Individuals with disabilities and/or from underrepresented backgrounds are highly encouraged to apply for this position. We provide reasonable accommodations throughout the application process and within the workplace. If you require assistance or accommodations at any stage, please let us know.

**Equal Opportunity Statement**

BORP is committed to fostering a diverse and inclusive workplace. We prohibit discrimination in recruitment and employment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.