

Date: 06/17/2026  
Job Title: Director of Development  
Location: Remote  
Department: Development  
Reports to: Chief Operating Officer

## Director of Development

### About Us

Phoenix Society for Burn Survivors is a nationally recognized, award-winning non-profit based in Grand Rapids, MI. We are dedicated to supporting and empowering anyone affected by a burn injury, as survivors and their loved ones often face a lifelong journey of physical, emotional, and social recovery. Phoenix Society fills a gap in care with programs and resources for social and emotional healing. With our international advocacy efforts, we also amplify the Survivor Voice to prevent burn injuries, improve care, and increase acceptance of people with scars.

### Role Description

Phoenix Society is seeking a relationship-driven Director of Development — a natural connector who thrives on building genuine partnerships with donors, corporate partners, and community leaders. As we celebrate our 50th Anniversary and scale our impact, this role will lead a development program currently raising approximately \$3 million annually, with a goal of growing revenue to \$4.5 million within two years, and will lead a team of two direct reports. You will set the strategic direction for individual giving, major gifts, and corporate and foundation partnerships, with a particular focus on building a robust corporate giving pipeline. Regular travel for donor visits and corporate meetings is a core part of this role. The ideal candidate is curious, open-minded, and energized by growth — a strategic, hands-on leader who builds team capacity, invests in culture, and is excited to help scale Phoenix Society for what comes next.

- Build and grow a robust corporate giving pipeline from prospecting through stewardship, securing new corporate partners and sponsors to support the 50th Anniversary and beyond.
- Travel regularly to meet face-to-face with donors, corporate partners, and community stakeholders at conferences, site visits, and in-person meetings nationwide.
- Develop and execute a comprehensive fundraising strategy across individual giving, major gifts, corporate partnerships, and foundation grants, including recurring and monthly giving.
- Lead and develop a Development team of two direct reports with a strategic, hands-on approach, building the systems and processes needed to scale operations as Phoenix Society grows.
- Build the annual fundraising plan in partnership with the COO and CEO, present strategy and progress to the Board and Development Committee, and align priorities with organizational strategy, including the 50th Anniversary.

- Oversee the planning and execution of fundraising initiatives, special events, and the Gold Seal Sponsorship program.
- Monitor fundraising performance against revenue goals, prepare forecasts, and report progress to organizational leadership and the Board.
- Partner with the Systems Manager to ensure development data, gift processing, and reporting needs are met across Salesforce and other platforms.
- Collaborate with Communications and Program teams to ensure donor messaging reflects organizational impact and brand standards.
- Identify and cultivate new funding opportunities, including grants and planned giving, while ensuring accurate gift tracking and donor acknowledgment.

## **Knowledge, Skills and Abilities**

- Exceptional relationship-building skills and a natural connector who builds rapport and trust quickly with donors, corporate partners, and Board members, with demonstrated success building corporate partnership pipelines from prospecting through long-term stewardship.
- Willingness and enthusiasm for regular travel to cultivate relationships and represent Phoenix Society in person.
- Strategic, hands-on leadership style with experience managing, developing, and motivating a team.
- Curious, open-minded, and comfortable operating in a growth environment, with the adaptability and resourcefulness to help scale an organization.
- Strong cultural fit with a mission-driven, collaborative team.
- Strong analytical, written, and verbal communication skills, including grant writing and donor correspondence.
- Familiarity with donor management systems (e.g., Salesforce) and fundraising platforms is a plus.

## **Qualifications**

- Bachelor's degree in Nonprofit Management, Business, Communications, or a related field, or an equivalent combination of education and professional experience.
- A minimum of 7+ years of progressive development experience, with demonstrated success building corporate giving pipelines and leading a team, ideally within a nonprofit organization.
- Ability to travel regularly (estimated 25-40%, with flexibility to scale as the corporate pipeline grows).

*Salary range dependent on experience and location: \$120,000-\$150,000 annually*

*If interested, please send a resume and cover letter to [hire@phoenix-society.org](mailto:hire@phoenix-society.org)*

*Phoenix Society is committed to creating an inclusive environment for all members of our community. We do not tolerate discrimination based on race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, mental or physical disability, genetic information, family status, or military/veteran status. We work together to educate each other, challenge our biases, and build a safer, more accepting community.*