



Job Title: Director, Development Operations
Location: Flexible, Remote Friendly
Position Type: Full time, Exempt
Reports to: Chief Development Officer
Salary Range: \$90,000-100,000
Posted On: April 10, 2025

BACKGROUND

Blessings in a Backpack mobilizes communities, individuals, and resources to provide weekend food for school-aged children across America who might otherwise go hungry. Blessings envisions a future where every school-aged child in America has the nourishment needed to learn and grow. Guided by a 'One Team for All Kids' philosophy, Blessings is committed to transforming operations to drive measurable impact and growth in core markets, building on a remarkable legacy of providing 30M hunger-free weekends while reaching over 1M children in just 15 years.

Founded in Louisville, Kentucky with an office in downtown Chicago, Blessings has grown tremendously and currently consists of 7 regional chapters, 1200+ community-driven programs, 45 employees across 11 states, and a \$14M operating budget. Blessings is focused on evolving operations, maximizing mission delivery, and cultivating a culture of collective achievement.

Position Summary:

The **Director of Development Operations** will be responsible for building and leading the development operations function within the central development team. This strategic leader will oversee gift processing, donor data management, fundraising reporting, and operational efficiencies, and ensure consistent and cohesive implementation across all regions and chapter markets. The ideal candidate is a builder with strong systems-thinking capabilities, exceptional attention to detail, and a passion for optimizing processes that drive fundraising success and impact growth.

Key Responsibilities:

- **Develop and Implement Development Operations Function:** Build and lead a comprehensive development operations function that supports fundraising efforts through efficient systems, workflows, and policies.

- **Gift Processing and Revenue Management:** Oversee the accurate and timely processing, acknowledgment, and reconciliation of philanthropic revenue, ensuring smooth coordination between the development and finance teams.
- **Donor Data Management & CRM Oversight:** Manage donor data integrity, oversee CRM systems (Raiser's Edge), and develop protocols for accurate and consistent data entry, reporting, and analysis.
- **Reporting & Analytics:** Establish robust reporting structures for fundraising progress, donor pipeline, and revenue projections to inform strategy and decision-making.
- **Operational Efficiency & Process Improvement:** Identify and implement best practices and new technologies that enhance the efficiency and effectiveness of development operations.
- **Collaboration & Training:** Partner with development, finance, and other internal teams to streamline processes, train staff on data management best practices, and drive a culture of collaboration and accountability in fundraising operations.
- **Compliance & Data Security:** Ensure adherence to IRS regulations, gift acceptance policies, and data security standards to protect donor information and maintain nonprofit compliance.
- **Additional Responsibilities:** Support the development and fundraising leadership with project management, team workflow, and other duties as assigned.

Qualifications & Experience:

- Minimum of 5 years of experience in nonprofit development operations, fundraising, or related fields.
- Proven experience in gift processing, donor database management, and fundraising operations.
- Strong understanding of financial reconciliation processes related to philanthropic revenue.
- Proficiency with CRM and donor management systems (Raiser's Edge, strongly preferred).
- Ability to design and implement scalable systems and processes to support fundraising growth.
- Exceptional analytical, problem-solving, and project management skills.
- Strong leadership and communication abilities with a collaborative mindset.

Preferred Qualifications:

- Experience building and leading a development operations team in a growth-oriented nonprofit organization.
- Knowledge of data visualization tools and advanced reporting techniques.

- Familiarity with nonprofit financial management principles.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- The ability to communicate with colleagues, partners, and clients via phone, video call, and email.

WORK ENVIRONMENT

This position may be hybrid or fully remote, depending on the candidate's location. Relocation assistance is not provided. Occasional travel will be required for team meetings, training, and organizational events.

BENEFITS

Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b) Plan

APPLY NOW: JOIN OUR TEAM AT BLESSINGS IN A BACKPACK

Interested individuals are encouraged to submit their applications by visiting our career page at: <https://blessings-in-a-backpack.breezy.hr/>

EQUAL OPPORTUNITY EMPLOYER

Blessings in a Backpack is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin or ancestry, ethnicity, sex, gender identity (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, marital status, age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, predisposing genetic characteristic, domestic violence victim status, or any other status protected by applicable federal, state, or local laws.

Blessings in a Backpack is committed to providing reasonable accommodation to individuals with disabilities. If you need reasonable accommodation because of a disability for any part of the recruitment process, please email HR at: HR@blessingsinabackpack.org