



Job Title: Director, Development Strategy & Operations

Location: Harrisburg, Pennsylvania (Hybrid/Remote options available)

Employee Status: Part-time, non-exempt

Reports to: VP of People & Operations

Compensation: \$70,000

Hours: 25 hrs/week

Open to considering engagement as a contractor instead of part-time employee

About Team Pennsylvania

Our Mission: Working together for all Pennsylvanians in public-private partnership, Team Pennsylvania accelerates the commonwealth's long-term economic future.

Founded in 1997, Team Pennsylvania is a statewide, nonpartisan, nonprofit organization co-chaired by the governor and a private sector leader. We bring together business leaders and policymakers to work together on Pennsylvania's most transformative economic opportunities.

As the state's trusted, nonpartisan, neutral broker, we convene Cross-Sector Collaboratives to identify priorities that require working together to maximize economic opportunities in the Commonwealth. As a foundation, Team Pennsylvania is also positioned to deploy funds to activate work identified in collaboration, leveraging and braiding public and private resources to maximize impact.

Working in five impact areas critical to the economic health of our Commonwealth – Agriculture, Energy, Manufacturing, Life Sciences, and Innovation & Tech – we convene networks of leaders across industry, labor, academia, nonprofits, and the public and private sectors to activate priorities identified through collaboration.

Our [Core Values](#) are how we show up when we do this important work.



The Position

The Director, Development Strategy & Operations is responsible for leading fundraising strategy across development planning, campaign design, board reporting, donor stewardship systems, and development operations.

While this role works closely with the President & CEO, who serves as the primary public-facing fundraiser, it is not a frontline solicitation role. Instead, the Director ensures that fundraising efforts are well-designed, well-supported, and well-executed through strong planning, materials, systems, and follow-through.

Key responsibilities of the role include:

Development Strategy & Planning

- Develop and maintain an annual development strategy aligned with organizational priorities.
- Create and manage a rolling 90-day fundraising plan outlining targets, prospect focus, and campaign priorities.
- Support donor and funder messaging, including case language, briefing documents, and talking points for Team Pennsylvania and its Strategic Impact Initiatives (SIIs) in coordination with the SVP of Impact & Innovation.

Board & Committee Reporting

- Produce a monthly internal development dashboard, including pipeline health, movement, forecasts, risks, and next actions.
- Prepare quarterly, board-ready development reports and present findings to the Board and/or relevant committees as requested.
- Maintain a concise “decisions needed” list to support timely leadership action on prospects, campaigns, and messaging.

Strategic Impact Initiative (SII) Campaign Design & Execution

For each approved SII fundraising effort:



- Develop a written campaign plan outlining goals, funding thesis, target segments, timelines, materials, roles, and stewardship approach.
- Create comprehensive campaign kits, which may include cases for support, prospect lists, outreach sequences, briefing memos, and stewardship plans.
- Track campaign progress weekly and proactively manage follow-ups to ensure momentum and accountability.

Role clarity: All SII campaigns will be coordinated with the Impact & Innovation team.

Donor Stewardship Support

- Design and manage a repeatable stewardship rhythm, including thank-you processes, impact updates, briefings, and follow-up tracking.
- Ensure stewardship activities are consistent, timely, and documented.

Development Operations & Systems

- Lead the development operations systems and data hygiene across Team Pennsylvania's systems, including HubSpot, Asana, and Slack.
- Maintain and advance the fundraising pipelines in HubSpot, ensuring accurate stages, required fields, notes, and next steps.
- Track development tasks and campaign workstreams in Asana.
- Document key workflows, definitions, and reporting standards to support organizational sustainability.
- Coordinate with the Finance Director to align fundraising pipelines with projected cash flows.

The Person

You may be a great fit for this role if you see yourself in the following:

You are a strategic builder

- You enjoy designing systems, strategies, and plans that enable others to succeed.
- You can zoom out to see the full fundraising picture and zoom in to manage details with precision.

**You love operational excellence**

- You take pride in clean data, clear processes, and strong follow-through.
- You are disciplined about documentation, tracking, and reporting.

You are a collaborative leader

- You believe great outcomes are achieved through teamwork and shared accountability.
- You have a strong instinct for aligning people to roles, responsibilities, and workstreams, and you support others' success by removing obstacles and creating clear paths forward.

You are proactive and steady

- You anticipate needs and develop strategic solutions.
- You bring structure, clarity, and calm to complex, multi-threaded work

Qualifications

- 7-10+ years experience in development strategy, fundraising operations, and/or campaign management.
- Demonstrated success building and managing fundraising plans, pipelines, and reporting systems.
- Strong proficiency with CRM (i.e. HubSpot), project management tools (i.e. Asana), and other technology platforms (i.e. Slack, Google Suite, AI tools).
- Experience preparing and presenting materials for senior leadership and boards.
- Exceptional organizational, analytical, and communication skills.
- High level of personal responsibility, professionalism, and attention to detail.
- Commitment to confidentiality and ethical stewardship of donor data.

To apply, please complete a brief [application questionnaire](#).