



Regional Director

Silver Spring, Maryland

Mission Statement

Since 2011, [Leveling the Playing Field](#) has given underserved children the opportunity to enjoy the mental and physical benefits of youth sports participation. We do this by collecting used and excess sporting equipment to redistribute it to programs and schools serving economically disadvantaged communities. Our donations allow organizations to reallocate funds saved by equipment grants, to lower registration fees, to expand their scholarship programs, to enhance their existing athletic program, or to develop new ones. Our goal, is to keep kids off the sidelines.

This is a unique opportunity to lead a small regional nonprofit with a strong reputation in the community. The Regional Director position is a dynamic role where you will become a community leader who handles a wide range of daily responsibilities that are both typical and atypical of a nonprofit director.

Leveling the Playing Field seeks a Regional Director who views this opportunity as a potential career path as opposed to a “job”. The Regional Director will first and foremost be expected to operate by our core value of “**being scrappy**”. As a grassroots organization, much of the job entails getting out in the community, and engaging as many people as possible around our mission to incrementally grow awareness and support for our work.

Ability to be flexible for periodic activities outside normal business hours like; network events in the evenings, coordinate volunteer opportunities in the warehouse, or collection drives in the community.

RESPONSIBILITIES:

Community Outreach

- Identify and attend various community events that will help spread our mission. This may include making public presentations to groups in schools, associations, and conferences
- Attend networking opportunities on a regular basis
- Develop relationships with public officials in our community

Fundraising

- Responsible for maintaining relationships with current funders and developing relationships with new prospective funders
- Write numerous grants throughout the year to a variety of public and private funders
- Provide ongoing reports to funders
- Work with the board on individual giving campaigns throughout the year (ie direct mailer, sustaining donor program, annual events, etc...)
- Network with board members to develop new partnerships
- Develop fundraising plan each year by December to present to CEO/Board

Volunteer Coordination

- Communicate on a daily basis with volunteer applicants and individuals/entities interested in running collection drives or volunteering in our warehouse
- Meet with interested volunteers at the warehouse
- Maintain weekly volunteer schedule
- Provide orientation to every volunteer that enters the warehouse
- Engage with volunteers when working in the warehouse
- Track metrics and equipment collection goals YTD for board reporting
- Conduct outreach to youth sports organizations on a regular basis to schedule collection drives to maintain our supply
- Coordinate all collection drives and equipment pick-ups throughout the community utilizing volunteers and potentially hourly labor
- Ensure all donations are inputted into our database and that tax receipts are sent out in a timely manner
- Continuously maintain engagement from volunteers & equipment donors for future involvement
- Provide volunteer photos and quotes to our social media folks

Distribution Operations

- Conduct strategic outreach to meet monthly equipment grant goals (number of programs each month that apply for an equipment grant)
- Develop strategic partnerships with both public and private entities to drive demand for our resources
- Attend meetings such as Athletic Director meetings to present LPF
- Maintain a schedule of equipment pick-ups at the warehouse
- Grow relationships with our beneficiaries that encourage referrals to contribute to organic growth of our equipment distribution
- Ensure all distributions/grants are inputted into the database
- Track metrics for reporting to board and for website dashboard
- Provide testimonials and pictures from beneficiaries to our social media folks

Board Governance

- Responsible for the fiscal integrity of Leveling the Playing Field – Greater Washington, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive fiscal position.
- Maintain regular communication with board committees

Warehouse Operations

- Must maintain a clean and organized warehouse space
- Responsible for purchasing all warehouse supplies
- Responsible for maintaining a clean office space and public restroom

QUALIFICATIONS:

- Demonstrates commitment to strengthening communities
- Exhibits a passion for youth sports participation
- Experience raising money from private foundations, individual donors and government grants (proposal writing/meet & greets)
- Has an ability to juggle various tasks in an organized manner
- Non-profit experience preferred
- Experience or comfort with public speaking
- Excellent communication and writing skills
- Ability to oversee large groups of school-ages volunteers
- Self-starter able to contribute to an entrepreneurial culture

- Experience with Salesforce, WordPress, or MailChimp, a plus
- Bachelor's Degree is preferred
- Must have a clean driving record
- Ability to drive a van/truck to pick up donation of sporting equipment throughout the DC/Baltimore area

How to Apply

Please send a resume and cover letter to max@levelingtheplayingfield.org