



Position Title: Director, Development

Location: Arlen Specter US Squash Center, Philadelphia, PA

Type: Full-Time, Exempt

Reports to: Chief Advancement Officer

Organization Overview

US Squash is a 501(c)(3) nonprofit organization and the only national governing body and membership organization for the sport of squash in the United States. Founded in 1904 and headquartered in Philadelphia, US Squash is a member of the U.S. Olympic and Paralympic Committee, the Pan American Squash Federation, and the World Squash Federation. The mission of US Squash is to lead, inspire, and unite squash in the United States by growing participation, positively impacting lives, driving competitive excellence, and supporting a strong and collaborative organizational culture. The organization is headquartered at the Arlen Specter US Squash Center in Philadelphia, the world's largest public squash facility.

Job Overview

US Squash is on a bold journey to the LA28 Olympic Games, and we are seeking an entrepreneurial, versatile, and relationship-driven Director, Development to join our dynamic development team in Philadelphia. This is a rare opportunity to make a lasting impact on the growth of squash in the U.S. and help shape the sport's legacy on the Olympic stage.

The Director, Development will play a leadership role in raising philanthropic support towards the *Momentum Campaign*, launching fall 2026, including managing a portfolio of major gift prospects and overseeing ambitious annual giving targets. The role will also quarterback development strategies, plan and manage high-impact events, oversee donor communications, support two volunteer boards, and manage one direct report. This is a hands-on leadership role ideal for someone who thrives in a fast-paced, mission-driven environment, brings a strategic process-driven approach to donor engagement, and can balance frontline fundraising with programmatic management.

Job Responsibilities

- Major Gift Fundraising
 - Manage a portfolio of 75-100 major gift prospects and donors, consistently securing gifts in the \$25,000 to \$100,000 range while identifying and pursuing opportunities for larger six and seven-figure commitments
 - Travel regularly to meet with donors and prospects
- Advancement Initiatives
 - Manage the Manager, Development on a day-to-day basis
 - Serve as a driving force behind the *Momentum Campaign*, overseeing the campaign pipeline, communications and promotion, and donor recognition
 - Design and execute a comprehensive annual giving strategy that grows and diversifies the US Squash donor base through direct mail, digital, and peer-to-peer channels
 - Grow and manage a year-round stewardship program for annual fund donors, focused on retention, upgrades, and meaningful engagement
 - Revitalize the US Squash Planned Giving Society, identifying and cultivating prospects for legacy and deferred gifts
 - Lead regular department meetings and deliver clear, consistent reporting on goals, progress, and outcomes to leadership, the Board, and external partners
- Stewardship & Board Management
 - Steward and manage relationships with members of the U.S Squash Foundation Board and the US Squash Board of Directors including the Young Professionals Committee
 - Oversee donor stewardship, including ticketing, weekly acknowledgement letters, honor roll, loyalty society, and gift/gear program
 - Support growing, managing, and stewarding patrons of US Squash Championship events
- Development Special Events:
 - Support planning for LA28, including the ticketing and hospitality experience for donors, board members, and prospects
 - Lead planning and execution for high impact annual events for US Squash Board of Directors and U.S. Squash Foundation Board members
 - Identify new opportunities for US Squash leadership to continue the Drive to LA28 Road Show, high impact events around the country to grow supporter base
 - Play a key role in the planning and execution of the U.S. Open Squash Championships in the donor experience, hospitality experience, and more

Recommended Skills/Certifications

- Bachelor's degree in Marketing, Business, Sport Management, or a related field
- Minimum of 7+ years of experience in fundraising, events, and donor relations
- Strongly preferred track record of securing major gifts
- Strong emotional intelligence and relationship management skills

- Excellent written and verbal communication skills
- Detail-oriented and able to manage multiple projects and initiatives simultaneously
- Entrepreneurial spirit with interest in networking and revenue creation
- Passion for sports is a plus
- Ability to work some evenings/weekends and occasional travel
- Available to be on-site in Los Angeles for most of July, 2028

Location & Hours

The role is based at US Squash Headquarters at the Arlen Specter US Squash Center in Philadelphia, PA. Expectancy to work 40 hours per week within normal working hours (Mon – Fri, 9am to 5pm), as well as occasional evenings, weekends, and travel for marquee events. Schedule to be determined with Chief Advancement Officer.

Interested in applying? Please submit your resume and cover letter to HR@ussquash.org by Friday, October 23, 2026.