



Donor Engagement Officer

The USA Gymnastics Foundation is at a pivotal moment as the organization builds toward the LA 2028 Olympic Games and beyond. With the groundwork successfully laid, the next phase of growth requires a focused, disciplined fundraising strategy to support our world class athletes, competitive excellence, participation, and long-term sustainability goals.

THE OPPORTUNITY

The Donor Engagement Officer is responsible for growing and strengthening philanthropic support for the USA Gymnastics Foundation through annual giving, donor stewardship, grant writing, fundraising events, and donor communications.

This position serves as the primary driver of the Foundation's annual fund program and plays a key role in building a sustainable pipeline of donors who can be cultivated into major gift supporters over time. The Donor Engagement Officer will create meaningful engagement opportunities, manage donor recognition and stewardship efforts, write compelling grant proposals, and execute fundraising events that deepen relationships with donors, members, alumni, athletes, and supporters.

The ideal candidate is a highly organized relationship-builder who combines strong communication skills with fundraising creativity and operational excellence.

KEY RESPONSIBILITIES

- Lead the planning and execution of the Foundation's annual giving strategy that includes annual campaigns, alumni program, giving clubs, membership appeals, and year-end fundraising initiatives.
- Develop and implement donor acquisition, retention, upgrade, and reactivation strategies.
- Create compelling fundraising appeals across email, direct mail, text, digital platforms, and social media.
- Create meaningful donor experiences at USA Gymnastics events and Foundation functions by coordinating event logistics, sponsorship fulfillment, guest management, and follow-up stewardship.
- Manage grant reporting requirements and compliance deadlines while maintaining relationships with foundation and institutional funders.
- Collaborate with internal teams to gather data, stories, budgets, and outcomes for proposals and reports.
- Partner with the Marketing and Communications team to amplify Foundation initiatives through newsletters, annual reports, stewardship pieces, campaign updates, and fundraising materials.
- Maintain accurate donor records and fundraising activity within the CRM.

QUALIFICATIONS

- Bachelor's degree or equivalent experience.
- 3+ years of experience in fundraising, nonprofit development, donor relations, grant writing, marketing, or event management.
- Grant writing experience with demonstrated success securing funding.
- Exceptional written communication and storytelling abilities.
- Strong project management and organizational skills.
- Ability to work occasional evenings and weekends for events.
- Familiarity with donor databases and CRM systems.

OTHER INFORMATION

- Position is based in Indianapolis
- Salary and benefits commensurate with experience

To apply, send resume to: recruiting@usagym.org. Please include “Donor Engagement Officer” in the subject line of your email.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

The USA Gymnastics Foundation is proud to be an Equal Employment Opportunity Employer. Protection of athletes is a critical component for all positions at the USA Gymnastics Foundation.