

Development Director

The Development Director (DD) of Learning Lab helps build the community of supporters that makes Learning Lab possible. Through meaningful relationships, thoughtful stewardship, and exceptional fundraising experiences, this role connects generous people with opportunities to transform the lives of adults and families through personalized education. Every coffee, handwritten note, sponsorship conversation, and fundraising event helps invite our community into stories of transformation.

The Development Director serves as a member of Learning Lab's leadership team alongside the Executive Director, Director of Programs, and Business Manager. Rather than building a fundraising program from scratch, the Development Director joins an organization with an engaged donor community, established annual fundraising campaigns, a successful signature event, and a leadership team committed to shared ownership of fundraising success. The Executive Director leads grant writing, the Director of Programs develops student stories and program content, and the Business Manager oversees donor records, gift processing, acknowledgements, and reporting. This allows the DD to focus on what they do best: cultivating relationships, leading annual fundraising efforts, and growing philanthropic support.

Learning Lab has served the Treasure Valley for more than 30 years through a relationship-centered approach to literacy education. We believe fundraising is an extension of that same philosophy. This role is best suited for someone who enjoys taking ownership, making decisions, building relationships, and bringing ideas to life.

Core Responsibilities

Donor Cultivation & Stewardship

- Own Learning Lab's individual giving program, developing and executing strategies that strengthen donor relationships, increase philanthropic support, and achieve annual fundraising goals.
- Confidently cultivate, solicit, and steward major gifts, leading donor conversations independently while partnering with the Executive Director on larger or strategic solicitations.
- Cultivate donor relationships through meetings, phone calls, handwritten notes, personalized communication, tours, and community engagement.

Lunch for Literacy

- Serve as project lead for Learning Lab's signature annual fundraising event, Lunch for Literacy.
- Recruit sponsors, secure the featured author, solicit major matching gifts, and silent auction items.
- Coordinate all event logistics, including vendors, ticket sales, seating strategy, volunteer coordination, marketing, production, and guest experience.
- Evaluate event outcomes and identify opportunities for continued growth and improvement.

Annual Fundraising Campaigns

- Lead Learning Lab's annual fundraising campaigns, including the Annual Report Campaign, Year-End Fundraising Card Campaign, Idaho Gives, and other annual fundraising initiatives.
- Coordinate campaign messaging, timelines, and implementation with the leadership team.

- Track campaign performance and adjust strategies to achieve fundraising goals.

Leadership & Collaboration

- Serve as a member of Learning Lab's leadership team, contributing to organizational planning and representing the organization by cultivating relationships with community leaders, businesses, civic organizations, and prospective supporters.
- Lead and support the Board Development Committee, engaging members in fundraising, stewardship, and community outreach.
- Collaborate with staff to identify compelling stories that communicate Learning Lab's impact.
- Partner with the Business Manager to ensure accurate donor records, acknowledgements, and fundraising reporting.
- Other duties as assigned.

Qualifications: The ideal candidate is highly relational, exceptionally organized, and energized by connecting people with meaningful opportunities to make a difference.

- Demonstrated success building trusted relationships that inspire philanthropic support, community investment, or business growth.
- Experience planning and leading large events with exceptional attention to detail.
- Outstanding interpersonal, written, and verbal communication skills.
- Strong organizational and project management skills with the ability to manage multiple priorities simultaneously.
- Experience working collaboratively within a team environment.
- Commitment to Learning Lab's mission.

Job Type: Full-time, salaried. This position is primarily based at Learning Lab's Garden City office with regular meetings and events throughout the Treasure Valley. Occasional evening and weekend work is required to support donor meetings, board engagement, and fundraising events. Hybrid and flexible schedules are considered.

Compensation & Benefits: Salary Range: \$67,000-77,000, DOE. Full-time employees are eligible for Learning Lab's benefits package, including paid time off, employer-paid health insurance, health reimbursement account (HRA), life insurance, and flexible benefit options (FSA, dependent care, or 403(b)).

To Apply: Please send cover letter and resume to Executive Director, Kristin Livingstone; kristinl@learninglabinc.org. Priority consideration will be given to applications received by October 5, 2026. The position will remain open until filled. Anticipated start date: February 1, 2027.

Learning Lab is committed to affording all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no unlawful discrimination against any person or group based upon gender, sexual orientation, ethnicity, race, color, age, disability, religion, national origin, veteran status, or any other legally protected class in hiring, advancement, compensation, or any other condition of employment.