

Development Director

Position Description

TART Trails Mission: To bring trails to life.

Core Values: Teamwork, Respect, Gratitude, Balance, Quality

Position Overview

The Development Director leads and executes TART Trails' comprehensive philanthropic fundraising strategy to support the organization's immediate and long-term priorities. This role requires a deep understanding of TART Trails' vision, mission and values and serves as a key ambassador for the organization.

The Development Director is responsible for developing and managing fundraising strategies; cultivating, stewarding, and strengthening donor relationships; leading capital campaigns, annual and operational giving, and planned giving initiatives. The position also represents TART Trails through public engagement, community partnerships, and relationship-building with donors, volunteers, foundations, corporate partners, and other key stakeholders to inspire philanthropic investment in the organization's mission.

Working on a small team, the position requires a collaborative approach to work, support of TART's core values, and ability to positively communicate and work with staff, Board, and volunteers. The position manages a team of development professionals, providing leadership, coaching and accountability. The Development Director reports to the CEO.

Key Responsibilities

Management Responsibilities (20%)

- Provide leadership, management, and accountability for a team of 3–4 fundraising staff, fostering professional growth, collaboration and achievement of fundraising goals
- Manage fundraising contractors as needed
- Lead and/or participate in Board committees as needed

Lead and Execute Comprehensive Fundraising Strategies (50%)

- Lead TART Trails' philanthropic fundraising program, aligned with the organization's strategic plan and long-term priorities
- Develop, implement, and evaluate an annual and multi-year fund development plan to achieve revenue goals across individual giving, corporate partnerships, foundations, planned giving, endowment development and capital campaigns
- Lead prospect identification, cultivation, solicitation, stewardship and donor relationship management for individuals, corporations, foundations and other funders



- Oversee fundraising-related special events, including donor cultivation and stewardship events, Tour de TART and the annual Oktoberfest fundraiser
- Monitor fundraising performance and key metrics, providing regular reports, analysis, and recommendations to the CEO and Board of Directors
- Perform other duties as assigned by the CEO

Donor Relationship Management (30%)

- Partner with the CEO, Board of Directors, and staff to develop and implement strategies for donor cultivation, stewardship, solicitation, and long-term engagement
- Identify, cultivate, solicit, and steward major gift prospects and donors
- Manage a portfolio of donors and prospects, building meaningful relationships that inspire philanthropic investment in TART Trails
- Serve as a visible ambassador for TART Trails in the community, strengthening relationships, expanding awareness, and growing financial support
- Ensure timely and meaningful donor stewardship, recognition, and communication to foster long-term donor retention and engagement

Qualifications

- Strategic understanding of current and evolving trends in philanthropy
- Ability to leverage revenue to advance TART's strategic plan and mission
- Ability to empower a team-oriented approach to leadership of TART's fundraising efforts
- Enthusiasm for and understanding of TART's mission and role in the community
- Excellent oral and written communication skills
- Strong organizational skills and an enthusiastic approach to work and problem solving
- Strong interpersonal and communication skills – ability to connect with a broad cross-section of people
- Experience with CRM
- Flexible work schedule as evening and weekend hours will be required
- Minimum 5 years of experience in fundraising/non-profit development
- 4 year bachelor's degree required

Compensation

This is an exempt, full-time position with a competitive salary (\$90,000 - \$140,000) commensurate with background and experience. TART Trails, Inc. offers a suite of benefits including 403(b) match, paid vacation, sick and family leave, health insurance, and flexible work schedule.

How to Apply

Please visit traversetrails.org/about/employment for details.