



Title: Director of Development

Reports to: Executive Director

Location: Lowell, MI

Summary: NCTA's Director of Development is an integral member of the NCTA management team, leading the coordination and management of the Association's revenue generating efforts. The NCTA's Director of Development plans and provides leadership for a broad spectrum of fund development activity that includes donor and membership program management, major giving, planned giving, capital campaigns, corporate sponsorship, grantwriting and special event fundraising. To the degree availability permits, NCTA's Director of Development will advise and support volunteers in coordinating local fundraising initiatives. As a member of NCTA's management team the Director of Development will work closely with the Executive Director and other staff to achieve the goals of the Association. This position requires significant travel.

The mission of North Country Trail Association is to develop, maintain, protect and promote the North Country National Scenic Trail as the premier hiking path across the northern tier of the United States through a trail-wide coalition of volunteers and partners.

Qualifications and Experience:

- Minimum 7 years of experience in fund development or related work.
- Specific evidence of successful experience in leading a comprehensive development program in a not-for-profit environment.
- Minimum of Bachelor's degree from accredited institution.
- Self-starting, independent and entrepreneurial.
- Understanding of and experience with the legal, regulatory and procedural landscapes associated with managing a multi-faceted fund raising effort in a national volunteer 501(c)3 organization.
- Solid understanding of development techniques and donor database management.
- Outstanding organizational and supervisory skills.
- Demonstrated effectiveness in working with a diversity of individuals.
- Strong written and verbal communication skills.
- Ability and willingness to travel and work on weekends as needed.
- Commitment to working in a team-focused staff and organizational culture.

Responsibilities: NCTA's Director of Development is a member of a team of professionals linked in their shared commitment to the vision of the North Country National Scenic Trail. Specific areas include:

Leadership and coordination of NCTA's Development Program (80%)

- Strategize and manage all fundraising activities, including, but not limited to, annual giving, major gifts, planned giving, stewardship events, corporate and foundation fundraising and capital campaigns.
- Manage all strategies and activities for donor cultivation and retention, including prospect research, solicitation, and stewardship of gifts.
- Develop grant or funding proposals for foundations, corporations, and local, state and federal government funding partners.
- Serve as primary point of contact for funding partners and trail affiliate development efforts.
- Cultivate, solicit and steward donations from individuals, foundations, and corporations. Develop and maintain a high level of relationship with major donors.
- Coordinate with and advise affiliates, partners and chapters on fundraising as available and requested.
- Oversee HQ's management of the membership renewal process through direct mail and Internet communications and appeals.
- Assist with the publication of donor and membership materials, including printed and online materials including the Annual Report.
- Work closely with the Board of Directors, Board Fund Development Committee and the Executive Director enabling the highest degree of successful fundraising from their contacts and solicitation efforts.
- Provide regular development reports to the Executive Director, Board of Directors and funding or regulatory agencies as required.
- Oversee the management of donor databases and all records and files pertaining to donations.
- Maintain regular communication with the NPS regarding development activities to ensure maximum coordination of efforts and compatibility with NPS fundraising policies and guidelines
- Maintain and communicate a high degree of confidentiality regarding donor and gift information.

Administration and Additional Duties (20%)

- Assist and lead headquarters efforts and initiatives related to NCTA's organizational management.
- Supervise and evaluate development staff.
- Support marketing efforts as requested.
- Prepare reports and publications.
- Assist the ED with other projects and duties as assigned.
- Provide staff support to related Board of Directors committees.
- Attend staff and board meetings as needed.

Salary and Benefits:

NCTA offers a competitive salary and benefits package, which includes individual and family health insurance options and 403(b) programs.

To apply, send resume and cover letter to:

Andrea Ketchmark, Executive Director

North Country Trail Association

aketchmark@northcountrytrail.org

Electronic submission preferred