

Development Director

About the Tahoe Rim Trail Association (TRTA)

Since 1981, the Tahoe Rim Trail Association has championed recreation in the Tahoe Basin. Today, the TRTA maintains and enhances a world-class 200-mile trail system with more than half a million annual users. The organization implements a variety of programming to teach users sustainable trail use practices, connect the public with the outdoors to create lifelong stewards, and mitigate the impacts of trail users on the trail and landscape so everyone can enjoy the Tahoe Rim Trail today and in the future.



Position Summary

Reporting Structure: This role reports to the Executive Director

Location: Stateline, NV

Job Classification: Full Time, Exempt

Essential Duties:

- The Development Director (DD) serves as a senior member of the Tahoe Rim Trail Association's staff, leading the organization's fundraising strategy and revenue development efforts. The DD is responsible for building sustainable philanthropic revenue streams that support the TRTA's long-term and organizational and stewardship goals. With approximately 1M in expected annual contributed revenue, the DD will develop, implement and lead strategies to grow philanthropic support year over year.

Fundraising Strategy and Revenue Development

- Lead efforts to meet or exceed annual contributed revenue goals through diversified fundraising strategies, including major gifts, annual giving, membership, grants, sponsorships, organizational events, and philanthropic partnerships.
- Build and implement a structured Major Donor Program, including donor identification, cultivation, solicitation, and stewardship.
- Develop measurable fundraising objectives and key performance indicators (KPI's), including donor retention, major gift growth, annual revenue and campaign performance.
- Provide organizational oversight of the grant portfolio by maintaining visibility into grant opportunities, awards, reporting requirements, and funding pipelines while supporting program staff in successful grant execution.

Donor Relations and Stewardship

- Serve as a primary relationship manager for donors, and philanthropic partners.
- Coordinate donor communications, acknowledgments, stewardship efforts, and cultivation activities.
- Support Executive Director involvement in donor strategy and relationship management.

Board of Directors

- Partner with the Board of Directors and lead the Sustainable Funding Committee to support fundraising efforts.
- Help engage board members in donor cultivation and fundraising activities.
- Monitor and report monthly and quarterly progress toward fundraising goals, providing analysis and recommendations to the ED and BOD.

Development Operations and Systems

- Oversee and manage organizational fundraising systems, donor records, and reporting processes and ensure accurate tracking, reporting, and data integrity.
- Manage Salesforce administration and support organizational CRM needs across departments and functions.
- Using established metrics, provide analysis for annual budgeting, revenue forecasting, and development-related financial planning.
- Manage the organization's grant administration systems, including creating and maintaining grant records in Salesforce, updating shared grant tracking tools, monitoring proposal and reporting deadlines, maintaining restricted fund documentation, and ensuring grant information is accurate, current, and accessible across departments.

Marketing and Outreach

- Oversee the organization's marketing, communications, outreach, and donor engagement functions in alignment with fundraising and organizational priorities.
- Guide development of donor-facing communications, fundraising campaigns, stewardship materials, membership messaging, and organizational outreach.
- Provide leadership and direction to marketing, communications, outreach, membership, and development staff to strengthen supporter engagement, visibility, and revenue generation...

Team Leadership

- Directly supervise and support development, membership, marketing, communications, and outreach personnel and contractors.
- Support goal setting, performance management, accountability, and professional development for direct reports.
- Ensure compliance with organizational policies, procedures, and professional standards across supervised functions and staff teams.
- Foster cross-department collaboration with program and finance staff to support successful grant development, administration, reporting, and compliance.

Other Duties as Assigned

- Support organizational events, initiatives, and cross-departmental efforts as needed.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree preferred. Equivalent experience in nonprofit development, fundraising, or related leadership roles will be considered.
- Minimum of four years of direct nonprofit fundraising and development experience.
- Strong fundraising experience, including campaign management and donor engagement.
- Proven experience working with high-net-worth individuals (HNWIs), supported by a strong portfolio of successful engagements.
- Experience raising ~1M annually.
- Creative, strategic thinker with the ability and confidence to think outside the box, develop innovative solutions, and adapt in a dynamic environment.
- Proficient in Salesforce CRM software and Microsoft Office Suite.
- Samples of written and verbal communication skills.
- Experience managing staff and leading teams.
- Passion for TRTA's mission and the ability to represent the organization effectively.

- Ability to pass a background check and Motor Vehicle Report and have a valid driver's license.
- This position requires an active in-person presence within the organization and community. Candidates must reside within driving distance of Stateline, Nevada. Permanent remote work arrangements are not available.

Physical Demands

- Ability to lift up to 50 lbs.
- Ability to work at a desk/computer for extended periods.
- Ability to work a flexible schedule, including evening and weekends as needed.

Compensation and Benefits

Salary will be commensurate with experience ranging from \$90k - \$100k annually.

Benefits include:

- Vacation accrual starting at 15 days annually.
- Sick time accrual.
- 9 paid holidays.
- 2 paid floating holidays.
- Company-paid health insurance, including medical, dental, and vision through the TRTA Employee coverage with the option to add on family members at employee cost.
- Simple IRA matching contributions after meeting qualification requirements.
- TRTA values professional development and offers funding opportunities for relevant certifications, continuing education, and attendance at industry conferences.

TO APPLY

Interested applicants are encouraged to visit tahoerimtrail.org/jobs-internships. Candidates should apply through our website by completing the application form and uploading a cover letter, resume, and a writing sample.

Applications are accepted until the position is filled.

Applicants with questions regarding this position should contact Lindsey Schultz at lindseys@tahoerimtrail.org.

The TRTA is an Equal Opportunity Employer

The Tahoe Rim Trail Association provides all employees and applicants equal employment opportunities. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.