



Development Team Lead

Title: Director of Development / Development Team Lead (or equivalent)

Experience Level: mid-career

Location: Headquartered in Petoskey, MI, but our footprint is the entire 8 county “tip of the mitt” area; we prefer employees to be based in that area, or willing to relocate.

Duration: Full-time; flexible schedule including remote work options.

Salary: \$50,000-55,000, commensurate with experience

Benefits: Simple IRA with employer match, insurance options, and flexible schedule plus family friendly leave and vacation policies including “trail days” to get away from the office and enjoy the beautiful outdoors of Northern Michigan.

Company Background: For over 25 years, Top of Michigan Trails Council has been “Connecting Northern Michigan by Trail.” We currently steward a 325-mile (and growing) network of non-motorized trails across the eight county “tip of the mitt” area of Northern Michigan. With a generous membership base, great foundation relationships, and strong local partnerships, we’re looking for a dynamic leader to take our fundraising to the next level. We envision a more connected Northern Michigan with better, safer transportation options, thriving local economies, and more of the “up north” lifestyle accessible for residents and visitors alike. The Trails Council has a well earned reputation for getting the job done and you should too.

Position Summary:

The Development Team Lead reports to the Executive Director and is responsible for fundraising, meeting or exceeding budgeted fundraising goals, and building a long-term growth funding model for sustainability. This includes the creation and management of fund development strategies; leadership and oversight of specific campaigns, general operations funding and planned giving efforts; and public and private fundraising efforts including public appearances and community engagement. The position will lead development of our fundraising strategy in collaboration with senior leadership and the Board. The Trails Council is looking for someone with the vision and drive to lead our fundraising into the future.

Key responsibilities:

- Corporate giving - update our strategy; build, create, and maintain relationships
- Direct mail - grow the impact of our highly successful appeals
- Donor cultivation - nurture personal connections and increased commitment to TOMTC
- Face of TOMTC - willingness to get out into the community and develop relationships
- Lead Board of Directors, Executive Director and staff in all fund raising activities and solicitations, including new programs and initiatives

- Major donor - identify, cultivate, solicit, and steward major donors, including individuals, corporations, foundations, organizations, churches, and government agencies
- Manage grants - prospecting, proposals, and reporting requirements
- Membership - increase our base of support and grow their donations
- Strategy - develop and execute fundraising plan as part of our overall strategic plan

Requirements:

- Attitude - you are awesome and want to work at an awesome place with other awesome people
- Demonstrated success managing non-profit programs; development experience preferred
- Desire to make Northern Michigan an even better place to live, work, and play
- Excellent written and verbal communication, presentation, and interpersonal skills
- Five years non-profit experience including significant development responsibilities
- Fluency with donor, member, and financial management systems
- Fundraising experience, including the cultivation and stewardship of major donors
- Fun - you are fun to work with and enjoy engaging our members and the public
- Organizational skills and ability to prioritize short-, medium-, and long-term tasks
- Relationship mindset, focused on building connections with community, donors, and members
- Social media management / online fundraising experience
- Strategic understanding of current and evolving trends in philanthropy & funding streams
- Systems thinking & comprehending and responding to the big picture

How to Apply: Email a resume and a written statement of your qualifications and vision for the position to admin@trailscouncil.org

Review will begin immediately and continue until the position is filled.
Start date is negotiable but expected in spring 2022.

Posting date: 3/8/2022