Tahoe Cross-Country Ski Education Association

Position Title:	**Director of Development**
Annual Salary:	**$80,000-$90,000 DOE**
Reports to:	**Executive Director**
Status:	**Exempt**
Created:	**May 2023**

About Tahoe Cross-Country Ski Education Association

Tahoe Cross-Country Ski Education Association (TCCSEA) is a nonprofit 501(c)3 organization made up of community members dedicated to developing and supporting lifelong passions for human-powered activities that embrace the natural world. Tahoe Cross-Country Ski Area (Tahoe XC) is a public benefit corporation which provides a year-round recreation hub near Tahoe City. Together, Tahoe XC and TCCSEA are on course for dynamic growth and change, including a $15M capital project to construct a new lodge and trailhead that will host TCCSEA programs and Tahoe XC activities.

Primary Function:

The Director of Development is responsible for directing all major gift functions including capital campaign implementation, donor research and cultivation, and leading annual projects. The position will develop, manage, and implement plans and strategies toward securing the financial sustainability of the organization.

The Director of Development is a key leader in motivating and coordinating staff and volunteer leaders toward the highest return fundraising efforts, including major gift donor strategy development, cultivation, solicitation, and stewardship. The position leverages constructive and effective relationships with a wide range of people, including management, donors, volunteers, public and private sector colleagues, and partners including financial/legal advisors.

The Director of Development joins an organization with an inclusive, collaborative, professional, and dynamic culture. Tahoe XC is dedicated to the North Lake Tahoe community and to a healthy, vibrant, and sustainable future for residents and visitors.

Responsibilities & Scope:

- Lead strategic fundraising initiatives initially focused on the capital campaign for the organization's new lodge. As the capital campaign objectives are achieved, the position will transition into a leadership role for developing and securing annual support.

- Implement and manage the existing capital campaign strategy developed by a professional consultant team to assess donor potential, cultivate relationships with major gift donors, and support prospective donor relationships built by others.
- Develop and lead a broad-based public phase for the capital campaign after the fundraising objectives of the quiet phase have been achieved.
- Lead the communications team effort for outreach to existing and potential donors and track all donor communication activity.
- Manage the donor database and ensure proper guidelines, policies and ethical practices are used for fundraising, record keeping, and data entry.
- Serve on the non-profit organization and project leadership teams to develop budget and fundraising plans, evaluate results, and develop corrective strategies as needed.
- Develop private and public grant proposals as needed to secure support for capital campaign and program objectives.
- Work closely with the Executive Director and the board of directors to strengthen and engage the board in fundraising and organization support.
- Manage strategic funding initiatives through collaboration with stakeholders and partner organizations, including initiating new ideas and new partnerships to broaden the organization's funding base.
- Direct or participate in negotiations for complex, high profile or sensitive agreements.

Desired Qualifications:

1. 5-7 years related fundraising experience, including capital campaigns that require major, five-to-seven figure gifts.
2. Knowledge of and commitment to stewardship, health, reciprocity, and respect.
3. Experience building and maintaining long-term relationships with fundraising constituents such as individuals, foundations, and corporations.
4. Experience in planning and delivering budgetary responsibilities.
5. Experience managing and supervising a multidisciplinary team.
6. Experience, coursework, or other training in principles, practices, and procedures of charitable giving, particularly in the areas of capital campaigns and major gifts.
7. Excellent communication and writing skills via presentations, conversations, and documents.
8. Expert knowledge of current and evolving trends in major gifts giving and solicitation.
9. Knowledge of advanced gift planning concepts.
10. Computer literacy and knowledge of donor databases is necessary. Network for Good is critical to the organization's procedures at this time.
11. Excellent interpersonal, organizational, and collaborative skills.
12. Self-starter; able to work independently, and as part of a team.
13. Ability to feel the pulse of life in North Lake Tahoe, either as a resident or on a remote work basis.