



Title: Chief Development Officer (CDO)
Reports to: CEO
Hours: 40 hours/week, flexible hours, occasional evening and weekend work required
Benefits: Medical, vision and life insurance provided plus 401k
Leave: 7 Paid holidays + weekdays between Christmas & New Years Day, & 120 hours PTO
Salary Range: \$120,000-\$140,000

Diversity, Equity and Inclusion are important values of The Trail Conservancy, and we encourage diverse individuals to apply. The mission of The Trail Conservancy is to protect, enhance and connect the Butler Trail at Lady Bird Lake for the benefit of all.

The Chief Development Officer will lead the development department in managing, coordinating, and achieving organizational revenue goals. This position is responsible for developing and implementing a comprehensive annual development plan that includes major gifts, corporate and foundation partnerships, annual giving, program and event sponsorships, and more, as well as increasing the number of diverse revenue streams for the organization. The CDO currently supervises five positions at TTC, a Development Director, a Development Manager, a Grants Associate (PT), a Stewardship Associate (PT), and an Operations Manager (PT).

Responsibilities

Donor Cultivation & Stewardship

- Develop and implement a multi-faceted fund development plan that maximizes philanthropic support from individuals, foundations and corporations.
- Secure donations via major gifts, memberships, robust year-end strategy, annual fund appeals and campaigns, events, foundation and corporate grants, online giving, sponsorships, and social media.
- Identify, cultivate, solicit and steward restricted and unrestricted major gifts, working with key leadership, committee members, and donor advocates as appropriate.
- Maintain an active portfolio of prospects and monitor progress using moves management.
- Oversee regular communications with project updates to capital improvement donors.
- Design and implement a robust Planned Giving program.
- Support development and facilitation of external and earned revenue sources.
- Oversee annual fund activities including a robust direct mail strategy with a high degree of segmentation, TTC's membership and adoption programs, annual giving days, and more.
- Oversee donor database management, data cleanliness, and development operations and processes.

Grant Writing & Management

- Oversee all grant writing activities, including research and identification, LOI/proposal writing, budget creation, and reporting and serve as primary liaison to grant funders and prospects.
- Ensure the timely approval and submission of grant funding proposals to private and public funders.
- Develop, write, and submit grant proposals and reports for major and government funders.
- Effectively coach and supervise Grants Associate in grant writing efforts to ensure achievement of fundraising goals.



Capital Campaigns

- Develop campaign strategies and set campaign sub-goals for ambitious campaigns to fund two capital projects.
- Ensure campaign communications and cultivation event activity plans are met.
- Identify, cultivate, solicit, and steward gifts on the individual, corporate, and foundation level
- Work with the communications team to produce all capital campaign packets for prospect and donor visits with follow-up correspondence.

Strategy & Management:

- Develop and implement a comprehensive annual plan for the department, including but not limited to, events, annual giving, corporate and foundation partnerships, major gifts, and more.
- Track all funding metrics on a regular basis to ensure goals met and/or adjusted as needed
- Oversee the Development team and work with each team member to identify goals and benchmarks for success, guide and advise priorities and projects, and ensure targets are hit and/or adjusted as needed.
- Develop and oversee budgets, progress, deadlines, goals and objectives related to responsibilities.
- Work with Project and Park Operations staff to identify opportunities for donors and ensure they are recognized appropriately on site-specific projects.
- Manage Trustees group, oversee Development Committee, and attend Marketing, Ecological Restoration, and Projects committee meetings as assigned.

Other Duties:

- Foster an environment of collaboration across departments in a high-paced environment
- Review monthly financials and support annual audit as needed.
- Support and attend TTC events and programs as needed.
- Special projects as needed.
- Other duties as assigned.

What We're Looking For:

- 8+ years of nonprofit development experience with at least 5 years of management experience and 2 years of experience leading a development team
- Record of measurable success in organizing and implementing the following: major gifts, annual gifts, grant writing, corporate and foundation giving, direct mail and special events
- Demonstrated ability writing and securing grants, experience with government grants is a plus
- Excellent written and verbal communication skills
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously to meet deadlines
- Experience with a donor database system
- Experience with building and maintaining long-term development prospects
- Previous experience leading successful capital campaigns is a plus
- Experience with endowments is preferred
- Experience motivating boards and committees to assist in implementing development strategies
- A commitment to diversity, equity, and inclusion in the workplace



Application Process:

- Applications should be sent to: resumes@thetrailconservancy.org
- Include a cover letter, resume, and 3 references (we will not contact references until candidates have had an opportunity to notify them)
- Include your salary expectations in your cover letter
- Please do not contact staff directly, no phone calls
- Application due date: December 13, 2024