
DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

Trekkers is seeking a Director of Development who is passionate about our mission and able to lead the organization's strategic development plan to grow philanthropic revenue. The Development Director will work closely with the Executive Director, Board of Directors, staff, and volunteers to enhance and support the organization's overall mission and ensure Trekkers has the philanthropic resources required to advance our strategic plan. In keeping with the culture of Trekkers, the Director will be a relationship-focused fundraiser who shares our commitment to diversity, equity, and inclusion, and who has a proven track record of success planning, initiating, and sustaining successful fundraising strategies.

This position is based in Rockland, Maine with hybrid-remote availability. The Director of Development reports to the Executive Director.

ABOUT TREKKERS:

Located in Rockland, Trekkers is a nonprofit organization that since 1994 has cultivated the inherent strengths of young people through the power of long-term mentoring relationships. We utilize outdoor, experiential, and travel-based education as a means of strengthening resiliency, raising aspirations, and increasing connection between young people and their communities. Our work is based on Trekkers Principles of Youth Development, a flexible and responsive model for nurturing social and emotional development that honors students for who they are and what their potential makes possible. Recognizing the success of our practices and principles, we founded the Trekkers Training Institute to help practitioners reimagine their practice to reach better outcomes for young people throughout Maine, and beyond.

RESPONSIBILITIES:

- In partnership with the Board of Directors and Executive Director, develop and implement fundraising plan activities to support the long-term sustainability and growth of Trekkers.
- Build and maintain diverse revenue streams including major gifts, grant and foundation awards, business and corporate sponsorships, annual giving, planned giving, and events.
- Create and manage an organization-wide grants calendar, identifying and prioritizing likely sources of corporate and foundation support. Draft and submit grant proposals and reports.
- Cultivate and steward relationships with major donors, aiming for significant individual contributions and through direct interaction with donors and by supporting interactions between the Executive Director, the Board of Directors, and donors.
- Solicit major gifts and support the Executive Director and Board of Directors in their major gift solicitations.
- Engage and manage volunteers, as needed and appropriate, to advise and assist with planning and implementation of fundraising strategies.
- Partner with the Communication and Impact Manager and branding agency to develop effective and compelling donor communication and marketing materials, including annual reports and annual appeals.
- Lead the planning and execution of Fired Up - Trekkers' signature annual fundraising event.



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- Using Trekkers' CRM database, Blackbaud NXT, establish and maintain complete and accurate tracking processes and systems to cultivate, acknowledge, and communicate with past, current, and future donors.
 - Contribute to the team and community-oriented culture of Trekkers, and work closely with the Executive Director and Board to cultivate philanthropy as part of the overall organizational culture.
 - Perform other duties at the request of the Executive Director or designee to support the broad mission of Trekkers.

PRIMARY QUALIFICATIONS:

- A minimum of 5 years' experience in nonprofit development, with a proven track record of success in major gifts and grant writing
- Demonstrated commitment to Trekkers' mission, values, and aspirations and youth development principles
- Exceptional attention to detail, well-organized, focused, and goal-oriented, with a high level of initiative, energy, and problem-solving skills
- Excellent written and oral communication skills and interpersonal abilities
- Experience with Fundraising Software and Donor Databases
- Demonstrated ability to work collaboratively with colleagues, Board members, and volunteers
- A strong commitment to the value of diversity, equity and inclusion

Trekkers is an EEO Employer committed to a racially just, equitable, and inclusive workspace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity, gender expression, age, religion, disability, sexual orientation, veteran status, or marital status.

In addition to a rewarding work culture, Trekkers offers a robust compensation and benefits package including an employer-paid individual health plan, life insurance, health savings account with matching funds, retirement plan with matching funds, short-term disability plan, reimbursement for wellness expenses, professional development opportunities, and 25 days of paid time-off annually. The annual salary range for this position starts at \$60,000 and depends on qualifications.

Only electronic applications are accepted. Please submit a single PDF that contains a cover letter, current résumé, writing sample, and the names and contact information of at least two professional references. The position will remain open until filled, but preference will be given to applications received by February 7, 2025. Please send your PDF application file to hire@trekkers.org

Trekkers is a non-profit, outdoor-based mentoring program that cultivates the inherent strengths of young people through the power of long-term mentoring relationships. Our best practices and principles have become a model of exemplary programming in the field of youth development.