



Connecting People with Nature since 1920

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Development Director

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The New York-New Jersey Trail Conference is a federation of 100 member organizations and 10,000 individuals dedicated to providing recreational hiking opportunities in the greater New York metropolitan region and representing the interests and concerns of the hiking community.

Formed in 1920, the Trail Conference built the original section of the Appalachian Trail and currently maintains over 1,700 miles of trails. Approximately 1,500 Trail Conference volunteers contribute 50,000 hours to this effort annually.

The \$1.5 million annual organizational budget is supported through volunteering charitable giving and earned revenue. Our office is located in Mahwah, NJ near the New York state line. It is a fast-paced, energetic work environment where staff and volunteers share camaraderie and enthusiasm.

We are seeking an experienced and ambitious development executive to work closely with the Membership & Development Committee, Executive Director, Development Associate, Membership Manager and Communications Specialist to increase the organization's capacity to achieve its mission. This is a new position.

The Membership and Development Director will build upon a strong record of membership, annual giving and grants. S/he will refine and lead these programs as well as have the opportunity to design and implement new strategies, such as:

- Increasing major donations, planned gifts, online giving and sponsorships
- Planning and implementing a capital campaign for our new headquarters in the historic Darlington Schoolhouse
- Develop a plan to merge membership dues and donation programs.

Qualifications include:

- A passion for hiking and outdoor recreation
- A successful fundraising career of, at least, 8 years with progressive responsibilities for managing programs and staff, including 3 years of successful experience soliciting major gifts in capital or annual campaigns
- Detailed understanding of planned giving techniques and best practices
- Direct mail/online campaign experience
- Proficiency with database software, word processing, spreadsheet and budget management, e-mail and Internet research.
- Excellent written and oral communication skills.
- Ability to succeed in a small-office, volunteer environment.
- Flexible schedule (including some nights and weekends) and willingness to travel regionally

Compensation for this position will be on par with comparable environmental nonprofit fundraising positions in the region and currently includes full medical coverage, 403B matching and other benefits.

To apply, please submit the following via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org:

1. A resume
2. A cover letter including your current salary and/or salary requirements

The position is available immediately. Candidate interviews will continue until an offer is made. No calls please. Check the www.nynjtc.org job posting to determine if the position is filled. The selection committee will keep all application materials confidential.