



CONTINENTAL DIVIDE TRAIL COALITION

Director of Development Job Description

Position Title: Director of Development
Supervisor: Executive Director
Status: Salary, Full Time, Exempt
Start Date: April 2026

Office Location: CDTC maintains offices in Helena, MT, Golden, CO and Santa Fe, NM. CDTC staff work out of 3 regionally based offices. CDTC allows for a hybrid work at home-office work with regular “in office hours” to conduct and support regular business operations.

The mission of the Continental Divide Trail Coalition (CDTC) is to complete, protect, and elevate the Continental Divide National Scenic Trail and inspire a diverse community to steward the trail and its connected landscapes.

POSITION SUMMARY

The Director of Development is responsible for the strategic planning, managing, and implementing activities that increase, diversify, and sustain philanthropic support for CDTC. The person in this role builds strategic priorities and partnerships that align with and drive the organization towards the goals outlined in the 2025 Strategic Vision. This is accomplished by managing a highly effective and high-functioning two-person development team and the team’s operations, including the identification and cultivation of relationships with individual, institutional, and corporate partners, and they collaborate with the communications team to implement this strategy.

The Director of Development drives strategy and conceptualization for annual fund campaigns, major gifts, planned giving and endowment growth, and long-term foundation and corporate partner development. They support the continual growth of development team portfolios and support programmatic needs and assessments across all CDTC programs. They work closely with the Executive Director and the entire senior leadership team in enhancing current programming, developing new initiatives, and creating opportunities for growth for all team members. They support CDTC’s Board of Directors’ financial accountability through regular reporting that allows CDTC to adapt to a highly dynamic philanthropic environment. They also facilitate the Development and Communications Committee of the CDTC Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development Strategy & Senior Leadership Responsibilities

- Work with the Executive Director in defining multi-year strategic priorities that help drive CDTC’s fundraising efforts
- Create an annual Development Plan aligned with strategic priorities that provide guidance for the Development team

- Collaborate and meet regularly with the senior leadership team on fiscal management, organization growth and other organization-wide priorities
- Oversee the CDTC Board of Directors Development and Communications Committee
- Review and create necessary development policies that guide CDTC's fundraising work and ensure work is done ethically, equitably, and with sound governance
- Maintain high degree of knowledge and expertise on best practices in philanthropy, adapting fundraising strategies as necessary
- Collaborate with the Executive Director and Director of Operations in developing CDTC's annual income budget
- Manage program-specific expense budget annually

Fundraising & Communications Activities

- Direct supervision of two-person development team and supports development operations components of the CDTC Office Manager
- Work collaboratively with team members to define objectives and workplans that align with the strategic priorities of the organization
- Directly manage CDTC's major giving program (portfolio of 75-80 individuals) and leverage systems to move qualified donors through the fundraising cycle
- Establish "donor journeys" for individuals' different points of entry into the organization
- Grow the organization's long-term financial resources and Endowments
- Provide oversight of CDTC's corporate giving program and strategic partnerships/cohorts to strengthen CDTC's effectiveness
- Provide oversight on grant proposals/budgets and strategies for cultivating institutional partners; with the CDTC Executive Director, holds relationships with top-tier foundation partners
- Oversee the administration and enhancement of NeonOne CRM database; improve back-end workflows and processes to keep donors engaged and inspired by CDTC's work
- Monitor CDTC's income/expense ratio as it relates to the Development Plan and make adaptations as necessary
- Develop, implement, attend and participate in Outreach, Fundraising and other special events across the Trail with a focus on major donor cultivation, engagement of internal and external CDTC communities and raising awareness for CDTC Mission and Programs.

Promote the Organization

- Foster an understanding of philanthropy within the organization's staff and Board of Directors
- Collaborate with the Director of Communications to develop comprehensive communication strategies that align with the strategic priorities of the organization, and that continue to strengthen CDTC's audience and base of support
- Leverage strategic partnerships to strengthen CDTC's visibility and level of trust with the public

- Build relationships with community stakeholders, donors, corporate partners, institutional funders and more to advance the mission and fundraising goals of the organization

Qualifications:

- A minimum of 7 years of experience in relationship management, including at least 5 years working in development/fundraising work for a non-profit organization and 3 years in a supervisory and leadership role.
- Four-year degree with experience in Development, Marketing, Communication, Public Affairs, or Business is strongly preferred.

Required Skills:

- Experience with major gifts fundraising including identifying, qualifying, cultivating, soliciting, and stewarding institutional and individual major donors
- Strong creative and critical thinking skills and experience developing the growth strategy for a business or organization
- Experience managing a team and working collaboratively across departments to achieve goals
- Proficiency in the use of NeonOne CRM Database (or other similar CRM), Microsoft Office, Google Suite, Monday.com, Dropbox, and wealth screening software
- Strong commitment to conducting work with ethical behavior and ensuring personal behavior and the behavior of others are consistent with these standards and aligns with the values of the organization
- Excellent relationship building skills and the ability to maintain positive working relationships with others, both internally and externally, to achieve the goals of CDTC
- Excellent communication skills and the ability to speak, listen and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- A natural collaborator and the ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Leadership skills and the confidence to assess situations to determine urgency and risks, make clear decisions that are timely and in the best interest of the organization, and positively influence others to achieve results that are in the best interest of the organization
- A commitment to support Justice, Equity, Diversity and Inclusion efforts of CDTC.

Preferred Skills

- The interest, willingness and/or experience with the Continental Divide National Scenic Trail and issues facing the Rocky Mountain West region
- The desire to work with one of the Nation's premier long-distance Trails
- The interest in supporting shared stewardship efforts that highlight community-led conservation of the Continental Divide National Scenic Trail
- Interest in Outdoor Recreation and ensuring access to our Nation's Public lands

- Certified Fund-Raising Executive (CFRE) credential or other fundraising or nonprofit leadership certifications from the Association of Fundraising Professionals desirable.
- Experience with or willing to lead development efforts consistent with community-centric fundraising principles and trust-based philanthropy practices.

This position description summarizes the main duties and skills required and preferred to perform the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out those duties.

SUPERVISION AND WORK ENVIRONMENT

The Director of Development is supervised by the Executive Director. The Director of Development will supervise all development staff members, including the Grant Writing Manager and Development Coordinator. The Development Director will work closely with the CDTC Senior team, and collaborate with Communications and Trail Programs teams.

It is preferred that the Director of Development will work hybrid out of one of CDTC's Offices located in Golden, CO, Santa Fe, NM or Helena, MT. Remote work may be considered with the expectation of regular/weekly in-office presence and supporting development functions in person. This may include travel across the CDT, across the country to meet with major donors and attend OutdoorFest, Outdoor Retailer Marketing events (if applicable) and at least in year one, attend CDTC signature events including CDT Trail Days in Silver City, NM, and other events as they are developed across the Continental Divide.

PHYSICAL DEMANDS

Work is performed both indoors, in a busy, collaborative office space, and outdoors in adverse weather and/or high elevation. Work may include travel in a rental or CDTC owned vehicle. As such, the individual must have a valid driver's license. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. CDTC is an equal opportunity employer. All individuals are encouraged to apply.

COMPENSATION AND BENEFITS

Starting annual salary of \$80,000.00 - \$90,000.00, depending on experience. CDTC provides a benefits package including \$450 per month towards a company-sponsored health insurance, \$50 monthly cell phone reimbursement, \$75 monthly 403(b) retirement plan contributions, and a starting annual paid time off package of 29 days in addition to 14-16 paid holidays a year.

EOE STATEMENT

The CDTC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or other protected status. For information about the CDTC, please visit our website at www.cdtcoalition.org.