



Organizational Mission:

The Appalachian Trail Conservancy's mission is to preserve and manage the Appalachian Trail – ensuring that its vast natural beauty and priceless cultural heritage can be shared and enjoyed today, tomorrow, and for centuries to come.

Primary Purpose

Reporting to the Associate Vice President of Advancement, the Director of Development leads and oversees all aspects of Development to ensure achievement of revenue goals through major gifts, foundation relations, corporate partners, mid-level donors, planned gifts and other strategies while providing an exceptional donor and partner experience.

The Director should be a dynamic leader possessing sophisticated financial and management capabilities. The candidate must have the presence, stature, and sophistication to engage the highest levels of leadership in ATC such as volunteers, top donors, and partners to build and facilitate philanthropic activities. This leader must have a credible and deep commitment to the mission of ATC and outstanding written and oral communications skills.

Essential Duties and Responsibilities:

Fundraising:

- ⬆ Cultivating, soliciting and stewarding top philanthropic relationships with a portfolio of at least 50 leading individual, corporate and foundation supporters and prospects. Proven success in securing \$100,000 plus gifts is required.
- ⬆ Identifying donor funding opportunities that match the ATC's institutional priorities and operational needs.
- ⬆ Developing highly personalized strategies for existing and prospective donors to foster a sense of lifelong connection to the ATC.
- ⬆ Overseeing ATC's restricted giving program.
- ⬆ Analyzing trends and new thinking in philanthropy and apply best practices to ATC fundraising programs.
- ⬆ Preparing briefing materials for prospects assigned to CEO and Vice President of Advancement to support donor visits.
- ⬆ Working closely with staff to develop a deep and comprehensive understanding of the unique history of the ATC and all of its project and program areas.

Management/Operational:

- ⬆ Managing staff of four to six full-time fundraisers responsible for major donors, mid-level donors, foundations and corporations, and planned giving donors and prospects.
- ⬆ Providing leadership and professional development opportunities to team members.
- ⬆ Overseeing integrity of moves management system, ensuring key donor information is recorded and pertinent research is captured.

- ⬆ Overseeing prospect and donor research.
- ⬆ Developing and implementing donor recognition strategies to include acknowledgments, reports, events, and recognition societies.
- ⬆ Monitoring and interpreting revenue and expenses, as well as trends, and ensuring timely and regular reporting on progress.
- ⬆ Assisting in the planning and coordination of fundraising events.
- ⬆ Conducting follow-up activities for major donor/prospect visits and events, including those in CEO and Vice President of Advancement portfolios.
- ⬆ Developing and advocating for annual budget and operating strategies for Development.

Qualifications

- ⬆ Strong passion and enthusiasm for the ATC's mission.
- ⬆ 7+ years of combined nonprofit fundraising and management experience.
- ⬆ Bachelor's degree or 5 years of equivalent experience required.
- ⬆ Demonstrated success building philanthropic relationships and support through individual, corporate, and foundation donors.
- ⬆ Demonstrated experience leading a comprehensive fundraising team that includes major gifts, corporate and foundation support, annual giving and planned giving.
- ⬆ Strong management skills that include the ability to motivate, unify, influence, and hold staff accountable to ambitious standards and achievement of goals.
- ⬆ Demonstrated ability to establish solid working relationships with Board members, high-level volunteers, and other senior staff.

Other desired qualifications and attributes include:

- ⬆ Experience with foundation grants and corporate relationships is desired.
- ⬆ Excellent persuasive writing skills; excellent interpersonal communication skills; and ability to problem-solve and meet multiple deadlines.
- ⬆ Competence with word processing, spreadsheet and database skills.
- ⬆ High degree of initiative and a team player.
- ⬆ Ability to travel approximately 30 percent, and up to 50 percent initially.

Physical Demands and Work Environment

- ⬆ Future frequent travel may be required, primarily on the East Coast.
- ⬆ Frequently communicates with individuals by phone, video, email and in person.
- ⬆ Working on the phone, video or computer for prolonged periods.
- ⬆ This is a remote position ideally located in the eastern time zone.
- ⬆ When working remotely, candidates must have access to secure internet access from which to work.

Additional Details

- ⬆ This position has a salary range of \$110,000-\$125,000
- ⬆ COVID-19 vaccination will be required for this position as a condition of employment. Medical and religious exemptions may apply.
- ⬆ Health, dental, and vision insurance available
- ⬆ Company paid long-term disability and life insurance provided
- ⬆ 403(b) Retirement Plan with up to 7% match after 1 year of service

To Apply

Please submit an application packet that consists of a resume, and a cover letter. Applications will be accepted until the position is filled. Please apply as soon as possible.

[Click here to apply through our ADP portal.](#)

ATC Equal Employment Opportunity Statement

The Appalachian Trail Conservancy (ATC) encourages collaboration, flexibility, and fairness with all employees and volunteers to enable participation and contributions to their fullest potential.

We are committed to being a diverse and inclusive organization and recognize that diversity contributes to an effective and successful organizational culture and mission.

The ATC prohibits discrimination in employment on the basis of race, color, religion, sex (including pregnancy, gender identity and/or expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, political affiliation, union membership, or any other status protected by the laws and regulations in the locations where we operate.

[Appalachian Trail Conservancy's Identity
Statement](#)