



## Development Director

Reporting to the President, the Development Director serves as a key leadership team member and an active participant in making strategic decisions affecting the National Interscholastic Cycling Association (NICA). In partnership with the President, the position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build NICA's national visibility, impact, and financial resources. The Development Director also will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The Development Director will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$1.5M budget through the solicitation of major gifts, special events, and corporate and foundation support. The position will expand and diversify NICA's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the Development Director will work closely with the board of directors and support board members as they take on a more active fundraising role.

### Responsibilities

- Support and partner with the President and board members on all major fundraising initiatives;
- Collaborate with the Board Development Committee to develop and implement NICA's financial strategy;
- Actively work with the President and senior staff to develop and implement a comprehensive development strategy to include individual donors, corporate, foundation, grants, etc.;
- Have primary responsibility for development and execution of fundraising proposals; write and archive all proposals with a long-term relationship-management approach;
- Oversee research funding sources and trends, with foresight, to help position NICA ahead of major funding changes or trends;
- Manage NICA's donor tracking system in order to track and monitor all donor information and to provide and present statistical analysis to board and senior leaders;
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors;
- Monitor and report regularly on the progress of the development program; and
- Identify, develop, and mentor the Board Development Committee.

## Qualifications

- Bachelor's degree or 3-5 years of professional experience in a nonprofit or educational setting;
- Proven professional with demonstrated successful experience in leading a team, overseeing fundraising activities, expanding mission relevant programs, and ensuring organizational effectiveness;
- Tangible experience of having expanded and cultivated existing donor relationships over time - ability to construct, articulate, and implement the annual strategic development plan;
- Excellent organizational and communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships;
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives;
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside NICA;
- High energy and passion for NICA's mission is essential; experience with NICA teams or leagues is a plus;
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time;
- Ability to travel to other work locations and meetings/trainings across the country if required including possession of a valid driver's license;
- Requires significant work time on a Mac computer; and
- Background check will need to be processed (required for work with youth athletes).

**Compensation** commensurate with experience; full-time, salaried, exempt with generous benefit package. As an equal opportunity employer, NICA is committed to equity and inclusion. Candidates from all backgrounds and experiences are encouraged to apply. NICA appreciates each application it receives, but due the volume of responses for positions at NICA, only candidates who best fit the needs of the organization will be contacted.

## To Apply

Please send a letter of interest and resume to [jobs@nationalmtb.org](mailto:jobs@nationalmtb.org). For more information, please visit [www.nationalmtb.org](http://www.nationalmtb.org). This job will remain open until filled. No phone calls please.