



Happy. Healthy. Strong.

## **Job Description: Development Director**

Position Identification: Development Director; Class 2 position, full time, FLSA-exempt position.

### **NORTE'S MISSION AND VALUES**

At Norte, we champion bikes and community in Northern Michigan. We do this mainly through youth and community bike programs that engage, educate, and empower riders of all ages and abilities. Our work helps create happy, healthy, and strong communities.

The Director of Development is an essential part of our impact in the region. Our work is guided by our values, which are integral to the success of our organization. Our core values include Health and Well-Being, Inclusivity, Community, Trust, Collaboration, and Respect.

### **JOB SUMMARY**

The **Development Director** provides crucial leadership, oversight, and overall direction regarding the fund development strategy and the financial success of Norte Youth Cycling. This includes, but is not limited to, nurturing key relationships with monthly donors, foundations, grantors, and community partners. Fundraising events, other initiatives that secure revenue, such as grants and the year-end appeal will be guided by the Development Director. These efforts will be carried out in collaboration with the Executive Director and in concert with other Norte staff.

The Development Director position requires professionalism, discretion, attention to detail, creativity, a deep understanding of the organizational financial needs, and the personality to connect donors directly to our mission in a consistent and engaging manner. All Director-level positions within Norte come with an added layer of responsibility to the health of the organization, and as a leader, a guide, and a true supporter of the entire staff and mission. Weekly Leadership Team meetings will be held and active, productive participation is essential.

### **RELATIONSHIPS**

Reports to: Executive Director

Supervises: None

Works closely with: The Director of Operations and the Executive Director. This position will develop and maintain healthy, consistent external relationships with community members, such as partners, donors, volunteers, and the general public.



## RESPONSIBILITIES AND DUTIES

- Collaborate closely with the Executive Director to establish unique financial goals, key community relationships, and all fund development initiatives.
- Provide financial projections to support the budget creation process.
- Collaborate with the Director of Operations to ensure community sponsorships opportunities, the Business Champion program, and all financial projections are aligned.
- Plan and execute fundraising initiatives such as annual appeals, membership renewals, special appeals, major gifts, major donors, potential grants, and other giving programs.
- Nurture key relationships with fund providers and other stakeholders.
- Strengthen and maintain Norte's database, including managing donors, campaigns, acknowledgments, dashboards, and reports.
- Oversee the processing of donations and ensure timely, accurate, and prompt gratitude for contributions to our mission.
- Manage donor lists, dashboards, reports, and extractions of data for analysis and ongoing reporting and the audit process.
- Prepare a monthly report to support Board meetings and general clarity surrounding efforts and progress.
- Study and understand the history, structure, objectives, programs and financial needs of the Norte Youth Cycling to accurately identify and match grant opportunities with the needs of Norte Youth Cycling.
- Build a yearly grant calendar and strategy for grant submissions, tracking, evaluations and reporting.
- Prepare and submit grant proposals and supporting documents based on the funding requirements of the organization in a timely manner.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain confidentiality and professionalism with integrity at all times.
- Actively provide leadership, structure, and continuity to the Norte Leadership Team.
- Serve as the staff liaison to the Fund Development Board Committee.
- Serve as an example to Norte Youth Cycling staff, volunteers, participants, and supporters.

## GENERAL RESPONSIBILITIES

- Bring enthusiasm for the Norte mission and those in our region.
- Contribute to the workplace culture with a collaborative, friendly, and professional work ethic.



## QUALIFICATIONS

### Preferred:

- Bachelor's degree in business, operations, management, or related fields.
- 7+ years of experience in nonprofit administration, fund development, education, business administration, or a related role.
- Excellent written and verbal communication skills.
- Strong project management skills and attention to detail.
- Ability to work collaboratively with internal and external partners.
- Proficient with Google Suite, Salesforce, and the ability to learn a variety of platforms for data tracking and financial projections.

## COMPENSATION & STRUCTURE

The Director of Development position is a full-time FLSA-exempt position with a starting annual salary of \$56,500–\$80,000, depending on experience.

### Benefits:

- Medical insurance for the Norte employee is provided at 100% - additional family members can be added but are paid for 100% by the employee. This benefit begins on the first of the month following 30 days of employment.
- Paid Time Off - accrued at a rate of .0385 per hour worked.
- Personal Health Time - 40 hours per year.
- Norte contributes 3% to employee 401K accounts - this benefit begins after 90 days.
- \$500 technology stipend - paid through reimbursement for items purchased.
- Flexible work schedule.
- 10 paid holidays per year - at times this may increase depending on the calendar.
- Hours: M-F during the day plus availability to work on weeknights and weekends when necessary.
- This position reports to the Executive Director.



## **A TYPICAL DAY AT NORTE**

On a typical day, the Director of Development will work with core staff in Norte's business casual environment at the Norte offices. These include the Clubhouse, Wheelhouse, and Norte Headquarters all located in or near the Grand Traverse County Civic Center Park. In-person work is preferred. Some remote work is possible after a pre-approved schedule has been established. In addition, the position will include a wide variety of events and community initiatives at the Grand Traverse County Civic Center, regional trailheads, local schools, with community partners, and at Norte-sponsored outreach events.

Some evening and weekend work is required. This will be communicated before the event, and work hours during the typical week will be flexed to accommodate this time.

Norte is an equal opportunity and an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. Norte reserves the right to modify the duties or position description. This position is located in Traverse City and is considered to be exempt.

Please submit resumes and references directly to Norte Executive Director, Jill Sill.

**[jill@norteyouthcycling.org](mailto:jill@norteyouthcycling.org)**