



## Job Description

### Development Director

The Chequamegon Area Mountain Bike Association (CAMBA) is a 501c3 nonprofit organization, and is responsible for the development and management of a regional mountain bike trail system of over 130 miles, and over 200+ miles of gravel routes and the organization's programming. The CAMBA trails lie in and around the beautiful Chequamegon-Nicolet National Forest as well as in the Bayfield and northern Sawyer County Forests with trails based in the towns of Bayfield, Cable, Hayward, Namakagon and Seeley!

CAMBA is building an organizational culture filled with energetic and dedicated employees and volunteers who divide and conquer, working together to create a fun and powerful working environment.

We are looking for a person who is as passionate and enthusiastic about CAMBA's mission as we are, someone with an understanding of the importance this work has in driving change in our community. Ultimately, you will work to help grow the organization and increase funding throughout the year.

#### **Job Function**

The Development Director is responsible for planning and implementing a strategic fundraising plan while building and maintaining relationships in order to raise vital funds and forecast future income. The job requires them to make impactful pitches, but also gather feedback from donors to improve effectiveness. They attract attention from potential supporters of CAMBA as they build long-term relationships with those who've pledged money to development projects. They host events that raise awareness about what CAMBA is doing at any given time – like an upcoming project or campaign launch.

#### **Duties and Responsibilities**

The Development Director has a wide range of responsibilities to support the fundraising needs. They work with the CAMBA team, developing strategies that can be used to secure funding and sponsorships. They also must maintain relationships between donors.

Tasks will include managing our corporate sponsorship, community partnerships, and major donor programs while creating a respectful reputation for CAMBA, as well as grant management, and implementation of special fundraising campaigns and other projects throughout the year as needed.

The Development Director will report to and assist the Executive Director. Work schedule is flexible. Primary location is in Hayward, WI but some duties may be performed off site.

#### **Qualifications**

- Proven work experience in non profit development
- Excellent interpersonal skills, attention to detail, and written & oral communication skills to connect with donors and major stakeholders.
- Good organizational and time management skills to keep projects on track.
- Knowledge and proficiency in using a CRM database management system, or similar technology, to manage relationships and track progress.
- Strong ethical standards and personal integrity.
- Ability to work independently and in a team environment, with a diverse group of people.

#### **Requirements**

- Reliable transportation is necessary.
- Complete a Background Check.