

DIRECTOR OF DEVELOPMENT

Full-time, exempt, \$65,000-75,000 with benefits

About the Role

The Director of Development will lead Trailnet's fundraising strategy to build a reliable base of resources to improve walking, biking, and public transit in the St. Louis region.

This role oversees a six-figure fundraising portfolio — including individual donors and members, corporate sponsorships, and foundation and corporate grants — as part of a broader, stable organizational revenue structure that also includes government grants, events, fee-for-service work, and other earned income.

Fundraising is a team sport, and our Director of Development is the team captain, coordinating efforts across development, communications, program, and leadership teams to meet revenue goals.

The ideal candidate will be an experienced fundraiser (3+ years) with a detail-driven, collaborative approach who applies strong organizational systems, compelling and compassionate communication skills, and an intrinsic sense of ownership to manage competing demands without sacrificing quality.

Responsibilities

- Develop, execute, and evaluate fundraising strategies to meet financial goals.
- Build and maintain relationships with key donors, stakeholders, and members of the Board of Directors.
- Identify and pursue new, diverse funding opportunities and revenue streams.
- Coordinate grant writing and submission in collaboration with program team members and a contracted grant writer; oversee and manage the contracted grant writer relationship.
- Oversee the planning and execution of the annual Paving the Way Soiree, including corporate sponsorship.
- Manage and mentor the Membership Coordinator.
- Collaborate with the Director of Marketing and Communications to develop materials and communication strategies that support development activities.

- Serve on the Leadership Team, advising on organizational strategy and participating in management decisions.
- Serve as staff liaison to the Development and Marketing Committee of the Board, including preparing and presenting regular fundraising reports.

Required Skills and Qualifications

- Bachelor's degree or commensurate experience. Preferred degree fields include administration, business, communication, or marketing.
- 3+ years of relevant experience in non-profit development or fundraising roles, with a demonstrated track record of success.
- Supervisory experience preferred.
- Experience producing events and success in stewarding relationships.
- The ability to convey complex ideas through brief, simple, compelling materials and to communicate information clearly so others will understand — whether in writing, in meetings, over the phone, or on video calls.
- Experience with donor management software and CRM systems.
- Strong project management skills.
- Excellent interpersonal skills.
- Proven ability to work collaboratively and build strong team dynamics.
- Analytical skills and the ability to interpret data to inform strategies.
- The ability to constantly operate a computer and other office productivity devices such as a tablet, phone, scanner, and printer.

Reporting Relationships

The Director of Development reports to the COO, works closely with the CEO and Director of Marketing and Communications, and manages the Membership Coordinator and contracted grant writer(s). The Director of Development serves on the Leadership Team, driving the organization's strategic direction and participating in management decisions.

Work Conditions

The Trailnet office is located in Downtown St. Louis. The position is based in an office environment. Trailnet allows employees to request remote work arrangements on a

case-by-case basis. For virtual work, a dependable high-speed internet is required for video calls.

The Director of Development will attend 5-7 outdoor events in the bi-state region, including outdoor events like bike rides where they will be exposed to weather conditions.

Benefits

Trailnet offers the following benefits to full-time employees starting the first of the month following 30 days of employment:

- Medical Health Care Coverage – Company 50%, Employee 50%
- Dependent Medical Care – Company 20%, Employee 80%
- Dental Care – Company 100%
- Dependent Dental Care – Employee 100%
- Long-Term Disability – Company 100%
- Group Term Life Insurance – Company 100%
- Paid Personal Time Off – 16 days first year, increases one day annually
- 12 paid holidays per year
- Paid Sick Time – 1 hour per 30 hours worked, up to 40 hours/year
- Additional leave for Jury Duty, Voting, Bereavement, and Parental Leave
- Simple IRA plan with 3% match

To Apply

Email hr@trailnet.org with a resume and cover letter by June 30, 2026.

Commitment to Equity and Equal Opportunity

Trailnet is committed to supporting diversity and equal opportunity in its services, administration, and employment, as well as research and activities. We strive to foster a working environment that values contributions from team members regardless of race, color, creed, gender, religion, culture, sexual orientation, sexual identity, mental disabilities, physical disabilities, or veteran status. We work with a wide range of external partners and stakeholders, and we seek candidates committed to their own cultural competency.