



Position Announcement: Development Director

The TreeFolks mission is to empower Central Texans to build stronger communities through planting and caring for trees. **The TreeFolks Development Director implements the TreeFolks mission by** leading fundraising efforts that enable the sustainability and growth of the organization. This is a full-time, permanent, exempt, and salaried position, working approximately 40 hours per week. The ideal candidate is an accomplished nonprofit fundraising professional who brings skills, knowledge, and experience to TreeFolks, along with a drive to succeed and grow the role.

Duties will include, but are not limited to:

- Work closely with the TreeFolks Executive Director, other Development and Communications staff, and the Board Development Committee to meet or exceed fundraising and donor engagement goals.
- Develop and execute TreeFolks annual fundraising plan in fulfillment of the organization's mission and strategic plan.
- Lead annual fundraising campaigns, including end-of-year, Amplify Austin, and spring campaigns.
- Coordinate with external consultants to create a capital campaign plan.
- Create meaningful engagement, cultivation, and stewardship opportunities for prospects and donors.
- Support the fundraising event committees in the planning and execution of annual events.
- Manage in-person fundraising activities at TreeFolks program events and through third-party events.
- Serve as liaison to the Board Development Committee and facilitate monthly meetings.
- Maintain up-to-date records through the CRM system by creating standard procedures for all fundraising events, campaigns, donor activities, and data analysis to inform and update strategies.
- Provide oversight of and support for other fundraising efforts, including major donor engagement, corporate sponsorships, and sustained giving, and create and implement new fundraising initiatives.
- Assure TreeFolks and its mission, programs, products, and services drive fundraising strategy and are consistently presented in a strong, positive manner.
- Manage and support the professional advancement and growth of other Development staff.

The ideal candidate will have the following qualifications:

- At least six years of high-level professional experience in a lead fundraising and development role with a small or mid-sized nonprofit organization
- Demonstrated success at planning, executing, and evaluating fundraising events, multi-media campaigns, and donor cultivation efforts utilizing multiple fundraising strategies and tactics with a proven record of achievement
- Experience with operational planning, creating annual fundraising plans, goal setting, budget management, and personnel oversight
- High-level, interpersonal, relationship building and communication skills

- In-depth knowledge of donor database management and analysis of donor and fundraising data to determine strategy
- A working knowledge of capital campaigns
- Ability to work in a team environment to create and accomplish shared goals
- A passion for the TreeFolks mission
- A desire to grow in the role as the organization itself expands scale and impact

The TreeFolks Development Director is a full-time, permanent position offering a competitive compensation package with health benefits, generous vacation time, a flexible schedule, a casual work environment, and professional development opportunities. The **salary range starts at \$105,000**, with the potential for higher starting pay based on experience, qualifications, and proven success.

TreeFolks is an equal-opportunity employer committed to building a diverse and inclusive workplace. We welcome employees of all backgrounds, including but not limited to, people of color, LGBTQ+ individuals, women, veterans, neurodivergent people, and those with disabilities. TreeFolks will not discriminate against any employee on the basis of race, sex, gender identity, sexual orientation, religion, class, national origin, disability, age, and/or genetic information.

Application Process

To apply, please visit our [application portal](#) and upload a letter of interest, resume, and three references with contact information. This opportunity will remain open until filled. The target start date is June/July 2025.