



Job Title: Development Director
Employment Category: Exempt
Employment Type: Full-Time
Compensation: \$70,000-\$98,000
Location: East Hampton, NY
Work Arrangement: Hybrid (remote and in-person)

i-tri is a non-profit organization that empowers adolescents through the sport of triathlon. As we grow our organization, we are looking for an experienced and energetic person who will lead our fundraising efforts. i-tri is seeking a passionate and dedicated Development Director to lead our fundraising and development efforts.

Job Overview

The Development Director will play a crucial role in advancing our mission by securing the necessary resources to support our programs and initiatives. The Development Director should be creative, have a dynamic personality and be able to think outside the box.

Responsibilities include, but are not limited to:

80%-Fundraising:

- Create and implement an annual fundraising strategy to support programs, events, and general operating expenses Plan, organize, and supervise special events for solicitation and cultivation purposes.
- **Manage all local fundraising to support Eastern Long Island programming.**
- Develop and implement an institutional giving strategy for solicitation of major gifts, sponsorships, foundation and government grants.
- Manage portal submissions.
- Oversee outside consultants engaged for development and institutional giving.
- Supervise research on prospects for all potential funding sources, including government, foundations, corporations, and individuals.
- Oversee key data sources/tools, including but not limited to: Donor Search and Grant Watch.
- Oversee comprehensive updates, tracking, and maintenance of Salesforce, including donor lists, records, and fundraising calendar.
- Lead and support the planning and coordination of Founder and CVO fundraising efforts including active engagement of the Board of Trustees and individual donors.
- Attend networking events and represent organization at community events.

(10%) Marketing

- Coordinate, edit, and approve all proposals, correspondence, and appeal letters to all funding sources.
- Work closely with Marketing Consultant to enhance development initiatives and fundraising campaigns.

(5%) Logistics

- Assist the Program Director with logistical concerns as directed.
- Attend program events as directed.



(5%) Organization Management

- Lead Development Meetings
- Attend Board Meetings as necessary.
- Attend weekly Manager's Meetings
- Attend Program Meetings when necessary.

QUALIFICATIONS

- Based in Eastern Suffolk County, preferably Mastic and Montauk
- Bachelor's degree in a relevant field (e.g., non-profit management, business, marketing).
Proven experience in non-profit fundraising, development, or related roles.
- Resourceful, organized, excellent attention to detail.
- Strong interpersonal and relationship-building skills.
- Excellent written and verbal communication skills.
Ability to work independently, as well as part of a team.
- Proficiency in Salesforce and Microsoft Office Suite.
- Knowledge of the non-profit sector, philanthropic landscape, and fundraising best practices.
- Passion for the mission and values of i-tri.
- GET'S IT!

How to Apply

Interested candidates are invited to submit a resume and cover letter, to info@itrigirls.org by October 31st. Please include "Development Director Application" in the subject line.

i-tri is an equal opportunity employer. We are committed to providing a workplace that is free from discrimination and harassment. All qualified applicants will receive consideration for employment. We promote diversity and inclusion, and we encourage individuals from all backgrounds to apply.