



Environmental Traveling Companions

Director of Individual Giving

Who We Are

Founded in 1972, Environmental Traveling Companions (ETC) is a 501(c)(3) nonprofit that makes the joy and challenge of outdoor adventure accessible to people with disabilities and youth from under-resourced backgrounds. Through Sea Kayaking, Whitewater Rafting, and Youth LEAD programs, ETC provides educational and transformational outdoor experiences that build self-confidence, foster connection to nature, and inspire environmental stewardship.

ETC serves over 3,000 participants annually, supported by more than 250 dedicated volunteers, an engaged Board of Directors, and partnerships with over 110 agencies, nonprofits, and schools.

ETC is headquartered at Fort Mason in San Francisco, with program operations in Sausalito, Tomales Bay, the American River, and the Sierra backcountry. ETC has a year-round staff of eight, expanding to nearly 30 staff during peak summer months. We prioritize supporting historically marginalized communities in all aspects of our organization.

Job Description

ETC is expanding our development team and seeking an experienced Director of Individual Giving to design, grow, and execute a robust individual major donor program. The ideal candidate is a driven, strategic fundraiser who is energized by building relationships, creating thoughtful engagement pathways, and working both independently and collaboratively to drive growth. The Director of Individual Giving will report directly to the Executive Director and work closely with other members of the Development team, as well as collaborate meaningfully with ETC's Board of Directors to strengthen and leverage board-driven fundraising efforts. This full-time, exempt position follows a hybrid schedule, with regular work occurring in the office, remotely and in the field.

Job Duties

Donor Cultivation & Solicitation

- Design and execute a comprehensive, donor-centered major gifts program focused on \$10,000+ annual gifts.
- Identify, cultivate, grow and steward ETC's existing portfolio of major donors independently and in partnership with the Executive Director and the Board.
- Conduct at least 100 meaningful donor interactions annually in collaboration with the Executive Director and Development team, with the goal of building deep, lasting relationships and securing significant support.

- Expand the giving capacity of annual community events such as the Gala, Benefit Trips, Regatta and Year-End Appeal.
- Serve as a visible ambassador for ETC at donor meetings, community events, program visits, and partner gatherings to deepen relationships and expand brand visibility.
- Collaborate with ETC's Board of Directors to activate their networks, providing board members with tailored strategies, training, and support to maximize outreach and philanthropic impact.
- Apply an equity-centered fundraising approach that honors donor intent while centering ETC's mission and the communities we serve.

Strategy & Engagement

- In collaboration with the Executive Director and Development Committee, develop and implement comprehensive major gifts strategies aligned with organizational priorities and annual development goals.
- Establish measurable goals and KPIs for donor identification, qualification, cultivation, solicitation, and stewardship activities.
- Serve as a strategic thought partner to the Executive Director on individual giving, long-term donor strategy, and revenue forecasting.
- Analyze donor data and giving trends to refine strategies, identify opportunities, and forecast revenue outcomes.
- Create customized cultivation and solicitation plans for high-potential donors and prospects.
- Partner in the planning and execution of donor engagement events, including ETC's annual gala and 2–4 bespoke cultivation events each year.
- Design and produce compelling digital and print collateral—including a new major donor brochure—to support donor engagement and storytelling.

Reporting & Data Management

- Maintain accurate, timely records of all donor interactions in ETC's Salesforce database.
- Prepare donor contact reports, gift documentation, proposals, and stewardship materials as needed.
- Ensure the confidentiality, accuracy, and integrity of donor data and reporting.
- Use data insights to inform strategy, improve donor retention, and increase lifetime donor value.

Desired Qualifications

The ideal candidate will bring 5 plus years of relevant nonprofit development and communications experience and:

- At least 3 years of major gift fundraising experience within nonprofit organizations, with a track record of securing gifts in the \$10,000–\$100,000 range.
- Demonstrated success managing a donor portfolio and achieving revenue targets.
- Strong organizational skills, comfort with data-driven decision-making, and fluency using CRM and donor research tools.

- Experience engaging high-net-worth individuals, philanthropic advisors, and institutional partners.
- Experience presenting development strategies to boards, and activating board members as fundraising partners.
- Creative, collaborative team player with the ability to manage up, across, and independently.
- Passion for outdoor education and ETC's mission of serving people with disabilities and youth from under-resourced backgrounds.
- Excellent written and verbal communication skills and a professional, warm presence that inspires trust.
- Based in the Bay Area, CA with access to the Fort Mason, San Francisco Office.
- Bachelor's degree or equivalent lived and professional experience.
- Experience working in or with disability justice, youth development, environmental education, or outdoor recreation spaces is a plus.
- Familiarity with the legal and tax considerations of charitable giving and the nonprofit regulatory environment.
- Available to work long and flexible hours as needed occasionally.

Compensation and Benefits

- Salary range: **\$95-120K**
- Generous 403b retirement plan
- 100% employer-paid medical and dental insurance premiums
- 2 weeks vacation and up to 12 paid sick days annually
- 12 paid holidays per year

How to Apply

Submit a resume, cover letter, and short writing sample to Aimee Good at aimee@etctrips.org

ETC values growth and learning. We encourage candidates to apply even if they do not meet every qualification listed.

Equal Opportunity Statement

Environmental Traveling Companions (ETC) is always seeking dedicated and talented people to join our community. As an Equal Opportunity Employer, ETC encourages applicants from all backgrounds and experiences, especially individuals from historically underrepresented communities in outdoor recreation. We strongly encourage people of color and LGBTQIA+ applicants to apply.

Pursuant to the California Fair Chance Act and the San Francisco Fair Chance Ordinance, ETC will consider for employment all qualified applicants, including those with arrest or conviction records. You do not need to disclose your criminal history or participate in a background check until after a conditional job offer has been made.