



JOB DESCRIPTION

Job Title:	Development Director	Job Category:	Year Round
FLSA Status:	Exempt	Position Type:	Full-time
Reports To:	Board of Directors, Executive Director	Supervises:	Membership and Events Coordinator
Pay Scale:	\$65,000 to \$68,000	BFOQ:	None
Expected Schedule:	40 hours/week with occasional evening/weekend hours		

ABOUT THE GALLATIN RIVER TASK FORCE

The Gallatin River Task Force is a small nonprofit organization headquartered in Big Sky, Montana working to ensure the Gallatin River flows with clean, cold, abundant water. Now and forever. We believe in the power of collaboration as reflected in our mission *to partner with our community to inspire stewardship of the Gallatin River Watershed*. Our programmatic work is designed to obtain our vision of a healthy Gallatin River watershed for future generations and includes watershed monitoring and assessment, restoration & conservation, planning, and education and outreach.

POSITION SUMMARY

As a member of the Gallatin River Task Force leadership team, the Development Director will create, execute and evaluate fundraising strategies to ensure a diverse and sustainable revenue portfolio to support the Task Force mission and strategic plan. Primary responsibilities include: 1) establishment of the infrastructure needed to grow and diversify income through the solicitation of major gifts, federal and state grants, and corporate and foundation support, 2) development, execution, and annual evaluation of comprehensive strategic fundraising plan developed in partnership with the Executive Director and Executive Committee, 3) identification, qualification, cultivation, solicitation, and stewardship of donors, and 4) supervision of all Task Force fundraising activities. The Development Director will be expected to systematically and effectively strengthen the organization's overall fundraising capacity. Energetic and enthusiastic to work in a growing organization in a small mountain resort community

ESSENTIAL JOB FUNCTIONS

Operations Planning and Management:

- Establish long-range goals and objectives for all fundraising programs and activities to support the organizations priorities.
- Develop and execute fundraising strategies outlined in plan and evaluate annually.
- Develop a strategy for implementing and executing a long-term sustainable funding model that will support annual operating expenses.
- Supervise grant activities of Task Force staff members
- Oversee quality control of donor database ensuring accurate record management, report generation, gifts processing, data entry, grant and gift reporting materials, and biographical record keeping of donors.

Fundraising Responsibilities:

- Lead donor research, qualification, cultivation, solicitation, and stewardship. Draft donor recognition letters, acknowledgements, and other correspondence and ensure distributed in timely manner.
- Draft fundraising communications, including special fundraising letters, updated acknowledgments, email blasts, website material/content, meetings notes etc.
- Organize and lead fundraising committee(s) meetings. Develop agendas, record minutes, and distribute to committee members.



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- Develop and update a fundraising dashboard template quarterly that reports on all fundraising based on giving levels and revenue lines in addition to a year-end budget-to-actuals fundraising report.
- Oversee and manage public phase of Gallatin River Forever campaign
- Perform other related duties as assigned.
- Oversee grant activities of other staff members

Special Events and Membership:

- Annually evaluate special events and membership program and collaborate with Special Events and Membership Coordinator to develop strategies that improve fundraising outcomes of these revenue streams.
- Supervise Special Events and Membership Coordinator

EXPERIENCE AND EDUCATION REQUIREMENTS

Specific requirements include:

- Bachelor's degree with minimum 5 years of related experience.
- Strong marketing, public relations, and fundraising experience with the ability to engage a diverse community of people.
- Commitment to quality programs and data-driven program evaluation.
- Excellence in fundraising management with the ability to set and achieve strategic objectives, and manage a fundraising budget.

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional written, verbal, and interpersonal communication skills.
- Expert knowledge of current and evolving trends in major gifts giving and solicitation.
- Knowledge of advanced gift planning concepts.
- Ability to work effectively in collaboration with diverse groups of people.
- Strong computer skills (NeonCRM or other donor software, Microsoft Office, and publication/creative software).
- Familiarity with concepts relevant to the organization (watershed issues).
- Energetic and enthusiastic to work in a growing organization in a small mountain resort community.
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment, and handle high-pressure situations.
- Outstanding organization skills and high attention to detail.
- Strong work ethic and an entrepreneurial spirit.
- Ability to take initiative and anticipate potential project complications or needs before they arise.
- Ability to work in a collaborative team environment.
- Ability to think critically and strategically.
- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.
- Understanding of best practices in non-profit management.
- Ability to work some evening and weekend hours.

PHYSICAL REQUIREMENTS



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The physical demands described here are representative of those Essential Job Functions and must be met by an employee for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Job Functions.

- Must be able to work in a moderately noisy environment with multiple conversations and printers
- Must be able to listen, hear, write and talk in the English language
- Occasionally required to work in and adjacent to rivers and streams
- Vision abilities are required for driving which include close, distance, color, peripheral, depth perception and ability to adjust focus
- Must be able to lift 20 pounds occasionally with assistance

If you are interested in this position, please send a resume and cover letter to:

Kristin Gardner, Executive Director

kristin@gallatinrivertaskforce.org