



Development Director Job Posting – January 10, 2016

Organizational Background

Established in 1999, Montana Conservation Voters turns conservation values into state and local priorities. Independent and non-partisan, MCV advocates for strong conservation laws and policies, holds elected officials accountable for their votes and actions, and elects pro-conservation candidates to champion our priority issues. The Montana Conservation Voters Education Fund, MCV's affiliated 501(c)3 organization, works to educate the public and involve citizens in the democratic process.

Job Summary

The Development Director is responsible for leading the fundraising efforts of MCV's 501(c)4 and Political Action Committee, including membership building, major donor cultivation, business support, and event planning. The Development Director is also responsible for assisting the Executive Director in MCVEF's 501(c)3 foundation and major donor fundraising and providing support to other staff and board members in their fundraising work.

General Tasks

1. Motivate and provide direct fundraising support to the Executive Director, Board of Directors and staff;
2. Implement MCV and MCVEF development plans with the Board of Directors, Executive Director and staff;
3. Participate in staff meetings, Board, and membership meetings as needed.

Specific Tasks

Major Donors – approximately 50 percent

1. Implement an annual major donor gifts program with the Executive Director, Board of Directors, and staff by building relationships with, training and motivating Board members and staff to perform agreed upon fundraising tasks, and maintaining ongoing communication with donors, Board, and staff throughout the year. This work includes:
 - a. Building and maintaining relationships with major donors, using personal gift acknowledgement protocols and reporting to donors regularly on how gifts have made a clear and convincing difference in MCV's work;
 - b. Designing and preparing necessary fundraising materials to launch and implement annual major gifts campaign;
 - c. Researching prospects and identifying new major donors to achieve fundraising goals;
 - d. Planning and carrying out major donor meetings and visits;
 - e. Personally asking for money from donors;
 - f. Organizing the fundraising portion of MCV's annual meeting each year.
2. Manage computer-based record keeping on all donors and prospective donors and review and analyze donation information, giving history, and contact records.

Membership Development – approximately 25 percent

1. Coordinate a membership recruitment and renewal program with associated gift acknowledgement (thank you's, new member welcome materials, etc.) using direct mail appeals, email appeals, social media, phone banking, personal visits, and other

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appropriate tools. Work with MCV's Field Director to coordinate the recruitment and renewal program with MCV's door to door canvass program.

2. Direct and expand MCV's *Conservation Circle* monthly giving program.

Event Planning – approximately 10 percent

1. Planning and carrying out major donor events and house parties, including but not limited to the Annual Membership Meeting and fundraising event with Board of Directors, Executive Director, and staff;
2. Planning and implementing future fundraising events as identified in the annual Development plan.

Grant seeking – approximately 10 percent

1. Work with the Executive Director to conduct grant research and inquiries.
2. Prepare grant proposals and reports, working with staff to prepare program metrics.
3. Assist with foundation visits as necessary.

Professional Staff Development and Orientation – approximately 5 percent

Qualifications

A successful candidate will have the following qualifications and expertise:

- A commitment to MCV/EF's mission, required;
- Experience developing and directing a major gifts campaign with Board members and staff or comparable major gifts experience, required;
- Experience developing and implementing impactful membership recruitment and renewal programs, required;
- Event planning skills, required;
- Strong written and verbal communication skills, required;
- Proficiency in Excel and capacity to utilize data base for all aspects of fundraising, required;
- Ability to conduct online fundraising and promotion using new media tools and traditional media, preferred;
- General understanding of Montana conservation and politics, preferred;
- A graduate or undergraduate degree in environmental studies, government, social or environmental sciences, communications or related discipline, preferred.

Conditions

This is a full time, exempt position, ideally based in Billings, Helena, or Missoula, MT. Approximately 750 miles of travel per month is expected, as such, applicants should have a valid driver's license.

Compensation

MCV offers a competitive salary commensurate with experience, and also offers health, dental and optical insurance and matched retirement, a leave policy, and staff development opportunities.

To apply:

Send an email with a resume, references and a cover letter explaining your interest in and qualifications for the position to Clayton Elliott at clayton@mtvoters.org. Please no phone calls.

Applications will be considered until the position is filled. However, candidates are encouraged to apply as soon as possible in order to be considered for the first round of interviews. Montana Conservation Voters is an Equal Opportunity Employer.