

Missoula International School
Position Description: Campaign Director

Position:

The Campaign Director will manage all aspects of Missoula International School's capital campaign. As a key member of the MIS team, the Campaign Director will work with trustees, leaders, staff, and volunteers to identify and classify prospective donors and ensure the implementation of timely cultivation and solicitation strategies. The Campaign Director will be responsible for maintaining the campaign prospect pipeline, plan and timeline, fundraising progress reports, and goals. He or she will develop campaign reports and supporting materials, drive strategy and campaign solicitation activity, manage campaign volunteer leaders, manage donor recognition and stewardship policies and procedures for the campaign, and report campaign progress to various audiences. The Campaign Director reports to the Head of School.

Responsibilities

- Oversee all aspects of the campaign, including strategic planning, campaign reporting, campaign communications, and the execution of cultivation, solicitation, and stewardship activities in support of campaign goals and priorities.
- Work closely with staff, leaders, and volunteers to identify, cultivate, solicit, and steward campaign donors and prospects, including individuals, foundations and corporations.
- Prepare agendas, briefing memos, remarks, and other preparatory or follow-up materials to support the Head of School, campaign leadership and other key volunteers, officers, and staff members.
- Manage the campaign prospect pipeline and ensure timely activity and progress toward campaign goals and benchmarks.
- Track campaign progress and provide timely reports to the Head of School, campaign leadership, and other key volunteers.
- Work with staff responsible for gift processing and finance to ensure proper recording, allocation, documentation, acknowledgement, and analysis of campaign gifts and pledges.
- Develop a strong, cohesive campaign communications strategy; oversee and manage campaign-related publications including development and maintenance of the campaign website, newsletters, recognition materials, donor communications, etc.
- Bring energy and coordination to staff and leadership to develop and implement fundraising strategies for the each phase of the campaign, including any appeals or targeted publicity.
- Coordinate the cultivation and solicitation of foundations, corporations and other institutional prospects in partnership with the Head of School.
- Coordinate the Capital Campaign Committee activities and meetings.
- Energize and work with staff, leadership and volunteers to create and manage campaign prospect portfolios and to develop cultivation and solicitation strategies.

This is an extraordinary opportunity for a results-driven development professional.

MINIMUM EDUCATION and/or EXPERIENCE:

- Bachelor's degree and three (3) or more years of professional experience in development, non-profit management, or a related field.
- Experience with capital campaigns.
- Excellent written and verbal communication skills.
- Outstanding organizational skills and ability to manage multiple tasks simultaneously.
- Knowledge of philanthropy research and data.
- Ability to work weekends and evenings, as needed.
- Exceptional interpersonal skills and ability to work collaboratively with all levels of staff, volunteers, donors, and prospective donors.
- Appreciation and understanding of Missoula International School's mission and vision, and the ability to effectively communicate the priorities of the campaign.
- Professional demeanor.
- Strong work ethic, enthusiasm and confidence.

Job Duration and Compensation

The Campaign Director is a temporary position for the duration of the campaign, likely three years. The hours and salary of the position will be negotiated dependent on the experience of the successful candidate. The position will start as soon as possible. There is opportunity for permanent placement after successful conclusion of campaign.

Missoula International School is an equal opportunity employer and does not discriminate on the basis of race, gender, sexual orientation, gender identity, ethnicity, religion or national origin.

To apply send or e-mail your resume and cover letter to: (No phone calls or drop-ins please.)

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