



PEOPLE AND CARNIVORES

JOB ANNOUNCEMENT: Development Director

People and Carnivores (P&C) reconnects and restores carnivore populations in the Northern Rockies by working with the region's people to prevent human-carnivore conflicts. We work with landowners, agency managers, Tribes, and community groups to keep people safe and bears, wolves, and cougars wild.

We are seeking a Development Director who will invest in the P&C organization of the future. Please see the job description below this announcement (p. 3) for details about the role.

About P&C

People and Carnivores is a small, agile, interdisciplinary organization with an unwavering commitment to large carnivores living in and moving through key regional corridors. We are driven by how we can be effective in meeting our conservation goals under constantly changing conditions on the ecological, social, and institutional landscapes. We understand that conservation gains are made by and through people, and we value rural country.

People and Carnivores is a de-centralized organization. Our staff is located across western Montana with offices located in Dillon, Arlee, and Bozeman. We may add a third field office in 2021. Our Bozeman office is located across from the Co-op Downtown.

We value a balanced lifestyle and flexible schedule, yet we ensure organizational priorities are met. As a small staff, we work cross-functionally when necessary. We believe that open/honest communication and feedback irrespective of position in the organization is necessary to be successful. Learning is important to us on the individual and organizational levels. While organizational roles come with certain duties, we also believe that each one of us is responsible for getting what we need to be successful, and for making our work relationships productive.

What we're looking for

We are looking for an experienced fundraising professional who resonates with the P&C mission and organization, and who has a track record of growing nonprofit fundraising programs and revenue streams. We have established foundation/grants as well as individual donor programs. Our goal is to grow these, particularly the donor program, and develop others (business/corporate, employee giving, etc.) with new, expanded, and higher-level strategies. The Development Director will design, plan, and execute this effort (with others).

The Development Director will be a creative and critical thinker and a highly skilled writer experienced in navigating the nuances of nonprofit marketing and in writing donor/foundation proposals, reports, inquiries, appeals, case for support and other outreach materials. S/he will also be affable and a clear, articulate, and compelling verbal communicator.

The Development Director will work closely with the Executive Director on expanding current and developing new fundraising strategies. While the ED will continue to execute a portion of the fundraising tasks (and to a lesser extent the field representatives), the Development Director will have overall responsibility for the function and for managing, coordinating, and tracking all development activities in addition to executing on many of them.

The Development Director will work out of the downtown Bozeman office along with the Executive Director and occasional contractors and interns. The successful candidate needs to be comfortable working independently and alone, as office schedules are flexible and discretionary depending on the work at hand. Most of us work on Macs (our preference), but this is flexible.

The successful candidate will have:

- At least five years of nonprofit fundraising leadership (conservation field a plus)
- Strategic and creative thinking and the ability to articulate and catalyze interest and resources around compelling initiatives
- Exceptional marketing skills, including demonstrated confidence and competence in appealing to potential supporters verbally and in written form
- A desire to excel and a commitment to this organization's success and growth
- A demonstrated interest, past and present, in being a student of the fundraising profession in support of implementing a comprehensive program at P&C.

Depending on the preferences of the successful candidate, communications function activities (newsletter, digital and other outreach, etc.) may be incorporated into the role; however, our priority is strategic fundraising leadership and growing income/sources.

What we're offering

Status: Permanent, exempt employee

Salary: \$50,000-\$54,000 (full-time) depending on experience, and annual bonus

Time: 0.8 FTE to full-time, depending on employee preference and the role

Benefits: Generous PTO (vacation and sick time, and holidays) and group plan health insurance

The Development Director will have a large office (with large western-facing windows) that also serves as our meeting space. We will provide the Development Director with a new laptop, and we have a program through which ownership transfers to the individual over time.

How to apply

Email a cover letter and resume to lupson@peopleandcarnivores.org. **Please, no phone calls.**

We will request writing samples from those invited to interview. We will review applications and interview qualified candidates on a rolling basis and may hire for the position at any time, so we encourage early application. In any case, **application acceptance will close at EOB on Friday, April 3, 2020.**

We appreciate everyone's interest in working with P&C and appreciate your patience while we work through the application review, interview, and selection process. We hope to have someone on board by mid-May. We will contact only those candidates who are short-listed or interviewed. Thank you again.



JOB DESCRIPTION: Development Director

Reports to: Executive Director

Date: March 2020

General description of position

The Director of Development designs, develops, and implements People and Carnivores' multi-channel fundraising program. Responsibilities include (a) Institutional funding, for which the Director researches foundation funding opportunities, writes and tracks foundation communications and develops new and existing foundation relationships; (b) Major donor and individual giving, including donor/prospect cultivation and communication, monthly and planned giving; and (c) Creating additional sources of income including business and employee giving programs. The Development Director will work closely with the Executive Director on fundraising strategy and execution. The Development Director will have overall responsibility for the function and for tracking/managing all development activities. The role has the potential of including communications, depending on the employee's FTE status and preferences.

Functional Responsibilities

Grants/Foundation Development

- Manage the grants calendar and deadlines, including proposals, interim and final reports, updates, and any other requirements
- Work with staff to turn project development and ideas into effective proposals
- Write and submit timely proposals and reports, coordinating with other staff as needed
- Ongoing research and development of new foundation funding opportunities
- Develop new and existing foundation relationships; maintain current relationships
- Maintain the grants/foundations management platform (Smartsheet)
- Lead periodic evaluation of the grants/foundation program, developing recommendations
- Assume responsibility for all activities in this function, including ensuring any other staff working on grants or reports are following through and on time

Donor Cultivation, Solicitation and Stewardship

- Develop strategies and techniques for continual expansion and cultivation of prospective donors through giving programs
- Expand and develop institutional (non-foundation such as state employee programs, corporate programs, etc.) donor prospects
- Manage prospect and donor information and records, track follow-up
- Engage in prospect cultivation, communications, and meetings, including making direct solicitations
- Manage an annual Major Donor cultivation calendar to ensure successful donor connections via timely phone calls, emails, letters/cards, and visits based on mutually agreed upon strategy for annual giving and recognition of gifts
- Handle donor communications
- Support the Executive Director and other staff with prospect or donor cultivation, communications, and follow up as needed, including drafting donor proposals/communications

Annual Fund/Plan

- Develop an annual plan after working with the Executive Director on relevant organizational budget items
- Coordinate/execute the fundraising and communications calendar: mailing lists, regular and special appeals, renewals, inventory of and production of print materials, e-news, mailing processes, monthly giving and planned giving outreach, and reports
- Develop strategic donor communications, program and process or work with other staff to ensure integration of effective fundraising communications
- Work with admin staff, bookkeeper and Executive Director as needed on processing
- Lead ongoing development and evaluation of the individual fundraising programs

Database Management

- Oversee accurate, complete, and timely records for all constituents in Little Green Light (or work with other staff to do so)
- Maintain contribution and funding data
- Produce lists and reports as needed
- Conduct necessary database maintenance
- Maintain/update written database manual for all users of the database

Communications – these duties may or may not be included in the role depending on preferences and negotiated role

- Lead communications for fundraising purposes and all public-facing communications: digital platforms, supporter outreach, event promotions, presentations, etc.
- Maintain website and other social media and digital platforms (may be supervisory if delegated)
- Develop newsletters and other outreach to supporters and potential supporters
- Work with other staff members on strategic messaging for all external communications
- Manage images and videos library and storage
- Manage relationship with graphic artists and printers
- Other communications special projects and duties as needed

Working Environment Responsibilities

Characteristics and Competencies

- Professional and timely, sets and meets deadlines
- Engage in regular self-reflection and demonstrates personal responsibility
- High integrity, humility, and trustworthiness
- Proactive; takes initiative relative to role and positively maintaining all working relationships, including giving timely feedback
- Holds sensitive and proprietary information in confidence, including sensitive programmatic and all fundraising/donor-related information
- Values learning highly; freely asks for help/information and works to respond to feedback with openness, curiosity, and learning. Also comfortable giving feedback to others.
- Affable, personable, sense of humor
- Fluently communicates about large carnivore issues and coexistence work to donors and others, with both vision and depth
- Detail-orientation and proficiency in handling numerous tasks with appropriate follow up and reporting, and the ability to prioritize and organize tasks
- Quick and agile writer who understands diverse, nuanced messaging needed in the various fundraising communications

- Professional and effective verbal communication skills, including the ability to speak effectively with foundation funders and supporters/contributors and make direct solicitations of donors
- Strong diplomacy skills and professionalism, including maintaining complete confidentiality and discretion where appropriate or assigned
- Proficiency with Microsoft Office software
- Appropriate delegation to and management of other personnel when needed/appropriate

Working expectations

- At least 32 hours/week
- Presence in office at least 3 days/week, depending on the work activities
- Occasional evening/weekend and out of office assignments, occasional travel
- Includes periods working alone or independently in the office (with flexibility to work at home)

The small print

This job description is meant as a general guide to the position and may not be inclusive of all responsibilities, expectations and conditions that arise during employment. Also, the description may change as needed in response to organizational needs and changes.