



## **JOB ANNOUNCEMENT**

**Title:** Director of Development

**Reports to:** President/CEO

**Classification:** Exempt (full-time, benefits eligible)

**Salary:** \$60,000 - \$75,000 DOE

The Montana History Foundation, a Helena-based nonprofit organization, seeks an energetic, self-motivated professional for a full-time Director of Development. The ideal candidate will have exceptional interpersonal skills, three to five years of professional fundraising experience, and enjoy frequent state-wide travel. This new position is part of a dynamic and growing organization that raises money, awards grants, and supports special projects that preserve Montana history. See more about us at: <https://www.mthistory.org/>

Within a team, the Director of Development will oversee and expand the Foundation's fundraising efforts. It is a terrific opportunity to create an innovative and exciting new development program.

### **Responsibilities**

- Meets current and prospective donors, including frequent state-wide and occasional nation-wide travel.
- Oversees direct appeals, donor mailings, and monthly giving program.
- Solicits and cultivates major gifts and planned giving.
- Prepares and delivers regular fundraising reports to CEO and board.
- Maintains records of donor and prospect contacts.
- Within a team, coordinates and collaborates on external grant applications.
- Within a team, plans and executes fundraising events.

### **Qualifications**

- Passion for Montana, its people, and its history is essential.
- Exceptional interpersonal skills and demonstrated ability to develop a high level of trust with donors.
- Knowledge and experience in fundraising techniques, including donor prospecting, cultivation, and stewardship.
- Experience in coordinating some or all aspects of direct mail appeals, monthly giving, major gifts, and/or planned gifts.
- Experience and familiarity with fundraising software (Raisers' Edge or similar).
- Experience in program administration and planning.
- Ability to work with and motivate diverse groups of staff, board members, and other volunteers.
- Willingness and demonstrated ability to initiate donor contacts and make cold (fundraising) calls.
- Ability to function with a high degree of confidentiality and discretion.

### **Experience and Education**

- Bachelor's Degree from an accredited college or university.
- 3-5 years of professional fundraising experience.
- 5-10 years of experience working in a nonprofit environment.

**Salary and Benefits**

The salary range is \$60,000-\$75,000 depending on experience. The Montana History Foundation offers a competitive benefit package, including group medical, dental, and vision coverage; short-term and long-term disability coverage, IRA contribution match, and a generous paid time off program.

**Location**

The History Foundation is located in Helena. While Helena residency is preferred, the successful candidate may be based in another Montana location within reasonable distance of Helena.

**Physical Demands, Working Conditions**

Most work is conducted in a normal office environment. The employee is regularly required to talk and hear and is frequently required to sit, stand, walk, use hands and fingers, and to reach with hands and arms.

**Travel**

Frequent overnight travel is expected and required. Valid driver's license and insured, personal vehicle required.

**To Apply:**

Submit a cover letter detailing successful fundraising experience, current resume, and contact information for three professional references to: Charlene Porsild, President/CEO, [charlene@mthistory.org](mailto:charlene@mthistory.org). Candidates will be notified before any references are contacted. Review of applications will begin January 25, 2021 and continue until the position is filled.