**JOB OPENING**

- **Title:** Development Director
- **Deadline:** June 25, 2021
- **Start Date:** Negotiable
- **Status:** Full-time, Salaried, Exempt
- **Reports To:** MCV Executive Director

Montana Conservation Voters and the Montana Conservation Voters Education Fund seek a full-time, Montana-based Development Director to grow, cultivate, sustain and develop robust relationships with MCV’s donor network (including major donors, “small dollar” donors, monthly Big Sky Circle donors, prospective donors, foundation and corporations), to significantly increase MCV’s operations revenue and overall impact. The Development Director will provide organization, direction, opportunity-identification, recordkeeping and accountability to the Executive Director, staff, Board Members and contractors.

**WHO WE ARE**

Founded in 1999, MCV is a nonpartisan, nonprofit membership organization. Collectively, our family of organizations consist of Montana Conservation Voters (a 501(c)(4) organization), the Montana Conservation Voters Education Fund (a 501(c)(3) organization), the Montana Conservation Voters Action Fund (a state Political Action Committee) and the Montana Conservation Voters Congressional Action Fund (a federal Political Action Committee). MCV’s mission is to protect our climate, our clean air and water, our public lands, our communities, and future generations by supporting leaders who fight for conservation and by holding accountable leaders who do not.”

**JOB DESCRIPTION: DEVELOPMENT DIRECTOR**

- Identify prospective donors and funders and develop strategies to cultivate those relationships;
- Develop and execute an ambitious, creative, cost-effective and efficient Development Plan for MCV, complete with hard-number goals and deadlines for measurable deliverables;
- Draft and execute a comprehensive work plan to engage, grow and build MCV’s fundraising strategies—including regular fundraising emails, website engagement, direct-mail appeals, planned giving and social media campaigns;
- Provide leadership to and collaborate on additional fundraising efforts by staff, Board Members, and contracted employees, such as Board Members’ give-get expectations, call-time and outreach, and canvassing efforts that include fundraising asks for MCV;
- In coordination with the Executive Director and Program Director, provide assistance in grant writing and seeking new grant opportunities—ensuring timely submission of grant applications and timely reporting of existing grants;
- Oversee the planning and successful execution of MCV’s annual fundraising events, with particular attention to the springtime Annual Celebration and Membership Meeting and the autumn Gala;
- Facilitate and track call-time for Executive Director, arrange meetings, and provide...
information about donors and prospective donors;
- Write all fundraising emails, direct mailing appeals and form letter thank you notes;
- Learn, understand, and maintain familiarity with the EveryAction database and its full suite of development capabilities;
- Maintain strong working knowledge of Montana’s environmental/political landscape, including the work of other conservation NGOs;
- Participate in staff meetings, board meetings, and national meetings, including presenting updates when necessary.

QUALIFICATIONS

MCV is looking for a highly motivated, self-driven, reliable and detail-oriented professional with experience in cultivating, soliciting, and stewarding donors through a variety of channels, including by email and mail, phone, events and social media. We are looking for a creative thinker who understands (or who can quickly learn) Montana’s political environment as it relates to conservation, and who knows how to build an organization within a growing team. Strong communication and organizational skills— including the ability to multitask—are mandatory, as is fluency in basic computer skills (database management, etc.). Very strong interpersonal and writing skills are essential. The Development Director must be based in Montana but can work from a home office; location is negotiable. Some travel and some work during non-traditional hours/weekends is expected. All full-time MCV employees are expected to work at least 40 hours per week.

The Development Director must share MCV’s commitment to integrating racial justice and equity into the work we do and ensuring an inclusive organizational culture. We are committed to building a more diverse and inclusive organization and conservation movement to fully represent and engage all Montanans and to build as powerful a movement as we can. Recruiting staff that better reflects Montanans is a priority and we encourage applicants from all cultures, races, ethnicities, geographies, and all other identities.

COMPENSATION & BENEFITS

The salary range for this role may be between $50,000 and $70,000, depending on experience. Full-time, exempt employees of MCV are eligible for health, dental and optical insurance. A Simple IRA is also available to qualified employees. Generous Paid Time Off and a cell phone stipend are included.

TO APPLY

Send a cover letter, resume and references by June 25, 2021 to mcv@mtvoters.org with the subject line “Development Director.” No phone calls, please. Applications will be reviewed as received.