



## POSITION DESCRIPTION

**Position Title:** Development Director  
**Reports To:** Executive Director  
**Salary and Benefits:** DOE  
**Status:** 1.0 FTE

BITTER ROOT



LAND TRUST

### Scope of Work

#### *Annual Fundraising:*

Direct, coordinate, and implement BRLT's annual fundraising efforts, integrating a multi-faceted donor engagement campaign that includes a membership program, major donor fundraising, capital campaigns for specific projects, and grant writing.

#### *Planned Giving:*

Create and manage a planned giving program that capitalizes on the permanent nature of BRLT's conservation work and secures gifts that fundamentally enhance BRLT's ability to conserve and steward local conservation lands.

#### *Database Management:*

Manage BRLT's donor database (presently, DonorPerfect Online) to ensure accurate and timely data entry and gift processing.

#### *Other Duties*

All BRLT employees are expected to assist, as needed, in strategic planning, events, and acting as ambassadors for BRLT's conservation, stewardship, and community enhancement efforts.

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### The Bitterroot Valley:

Situated between the gentle Sapphires and rugged Bitterroot Mountains and bisected by the Bitterroot River, the Bitterroot Valley is home to a tremendous diversity of fish and wildlife, from bighorn sheep and elk to cutthroat trout and bald eagles. Rich soils in the valley support the historic farms and ranches that shape the culture and character of our region. Located in

Hamilton, MT, we are situated at the gateway to the Selway/Bitterroot Wilderness and a broad array of outdoor pursuits. Founded in 1996 by a group of local residents, the Bitter Root Land Trust is the only land trust focused exclusively on the needs and challenges of land conservation in the Bitterroot Valley. Since its inception, the Bitter Root Land Trust has grown its staff and community impact, earning a reputation for excellence (Accredited since 2013) in conservation in the intermountain west. The Development Director will join and support an existing staff of 5.5 FTE and a 12-member Board of Directors.

### **Areas of Responsibility:**

#### 1. Annual Fundraising:

- Work closely with the Executive Director and the Board to develop and execute BRLT's annual fundraising plan.
- Lead BRLT's general fundraising efforts (membership program) and increase number of annual donors in commensurate with strategic fundraising goals.
- Lead and grow BRLT's operational grant writing efforts, identifying, drafting, and reporting on existing and new private foundations, corporations, and public grant sources.
- Support BRLT's conservation and stewardship staff, as needed, in grant writing efforts to support specific projects or capital campaigns.
- Coordinate and manage board and staff efforts to develop and maintain ongoing, meaningful relationships with major donors and major donor prospects.
- Create printed and electronic materials to assist major donor fundraising efforts.
- Coordinate closely with BRLT's communications staff on utilizing special events to attract new supporters and strengthen existing relationships.
- Identify and cultivate new, entrepreneurial opportunities to diversify BRLT's income base.
- Coordinate annual fundraising banquet.

#### 2. Planned Giving:

- Create and implement a planned giving program that will enhance BRLT's sustainability and capacity to diversify programs.
- Work closely with communications staff to create printed and electronic materials specific to BRLT's planned giving program.
- Create and manage a system to annually acknowledge and enhance relationships with donors who make or intend to make planned gifts to BRLT.

#### 3. Database Management:

- Manage BRLT's donor database (DonorPerfect).
- Oversee staff responsible for data entry and gift processing.
- Ensure all gift acknowledgments are made in a timely fashion.
- Update and enhance tracking criteria and database fields to maximize effectiveness for BRLT's fundraising efforts.
- Create monthly and annual fundraising reports for Executive Director and Board of Directors and present findings during meetings, as requested.

#### 4. Additional Duties:

- Attend BRLT outreach and fundraising events.
- Work in conjunction with the Executive Director to prepare the annual budget.
- Assume an active role in BRLT's strategic planning efforts.
- Seek opportunities to stay current with state-of-the-art best practices to ensure BRLT's fundraising efforts are operating at the height of effectiveness.

- Other duties as assigned.
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**Skills and experience necessary to successfully complete the above tasks include:**

Education: Bachelor's degree; graduate degree OR a minimum of three years' experience in development, sales, or marketing field.

Demonstrated experience managing database systems. (DonorPerfect preferred)

Demonstrated mastery of Microsoft Office suite of software, including PowerPoint, Excel, and Word.

Demonstrated facility with the written word, including proven success drafting, securing, and reporting on grants.

Demonstrated oral communication skills. Must be tactful, professional, and maintain the ability to maintain confidentiality when necessary.

Detail oriented and well organized. Ability to balance and prioritize multiple tasks in a fast-paced, dynamic environment.

Demonstrated ability to work in a self-directed, independent manner.

Demonstrated ability to work effectively as part of a team, working closely with the Executive Director, other staff, and the Board of Directors.

Unwavering commitment to BRLT's core mission of helping private landowners conserve the water, wildlife, and working lands of the Bitterroot Valley for all generations.

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Basic conditions of employment form the fundamental performance requirements for continued employment. All employees are ambassadors of BRLT and are expected to support and fulfill the organization's mission. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand, and comply with all policies and procedures.

- *1) Donor Relationships:* Be able to identify key individual, business, foundation, and partner groups to support the work of the land trust.
  - *2) Quality:* Comply with established requirements for job performance methods, procedures and standards.
  - *3) Professional Conduct:* Comply with established employment policies and practices. Maintain confidentiality of client, member/contributor and employee information. Accept direction and provide direction in a cooperative and positive manner.
  - *4) Personal Conduct:* Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable. Demonstrate appropriate dress and personal hygiene.
  - *5) Competency:* Develop and maintain skills, knowledge and abilities required for adequate performance of assigned job duties.
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**Application Deadline:** October 20, 2017

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**Application Instructions:** Please send cover letter, resume, references, and salary requirements to [gavin.ricklefs@bitterrootlandtrust.org](mailto:gavin.ricklefs@bitterrootlandtrust.org) or the Bitter Root Land Trust, Attention: Gavin Ricklefs, PO Box 1806, Hamilton, MT 59840. No phone calls please.

The Bitter Root Land Trust is an Equal Opportunity Employer