



Position Title: Development Director

Reports to: Executive Director

Supervises: Development Manager

Status: Full-time exempt

Starting Salary: \$68,000 - \$75,000, DOE, with generous benefits package

Closing Date: Open until filled; review of applications will begin on August 31, 2020

Summary of Position:

As the Development Director of the Gallatin Valley Land Trust (GVLТ), you will lead the organization's philanthropy program, helping to fuel and accelerate GVLТ's work to conserve the Valley's open lands and expand the *Main Street to the Mountains* trail system. The ideal candidate will be an eager collaborator with our Board of Directors and staff and will be able to articulate a philanthropic vision to ensure sufficient resources for our strategic goals. The ideal candidate will work closely with GVLТ's community of dedicated supporters to inspire and mobilize investments in organizational capacity as well as trail and conservation projects. The ideal candidate will be both a thoughtful manager and eager team member of the development staff, fostering high morale and a strong esprit de corps. Adaptable, accessible, creative, and enthusiastic, you will work closely with the Executive Director and the Leadership Team to provide strategic direction and both long and short range planning to identify, cultivate, solicit, and steward existing donors and prospects.

In addition to being responsible for the philanthropy program, the Development Director will work specifically with GVLТ's Conservators Circle donors (\$1,000 and above). The ideal candidate will come with the requisite skills and knowledge to grow and nurture the planned giving program as well as manage and empower the Board Development Committee to support GVLТ's fundraising efforts.

We value a Development Director with outstanding interpersonal skills, one who can communicate a compelling and inspired vision. As GVLТ Development Director, you will spend the majority of your time in the community, interfacing with the general public, easement donors, business and community leaders, and philanthropic partners. Your communication skills and social intelligence will elevate our ability to convene partnerships and broker a common community vision of conservation and trails throughout Gallatin Valley. Your passion for our mission will translate into a strong working relationship with the Board of Directors, nurturing longstanding relationships, and identifying and cultivating new roles and resources.

At all times you uphold the highest ethical standards.

Organizational Profile:

GVLT is a nationally accredited land trust working to conserve open space on a scale that maintains the agricultural heritage, healthy and abundant wildlife habitats, clean flowing waters, and scenic beauty of Montana's greater Yellowstone region, now and for all future generations, while also developing extensive trail systems that connect communities to their surrounding natural lands and to each other.

Duties and Responsibility:

Strategy & Management (15%)

- With the Executive Director, provide strategic direction and both long and short range planning to meet GVLT's fundraising goals;
- Establish annual fundraising targets and oversee implementation of annual fundraising plan with clear deliverables and milestones for success;
- Oversee the Development Manager and manage the development team which additionally includes the Executive Director, Associate Director, and Development and Communications Coordinator;
- Work with the Board of Directors and the Board Development Committee to create a robust and resilient relationship management system to achieve our fundraising goals;
- Work with development staff to create and oversee annual work plans;
- With the Leadership Team, coordinate fundraising needs within Lands and Trails programs;
- Serve as a key member of the Leadership Team and represent the development program within Leadership Team and the Board of Directors;
- Create benchmarks and report progress to Leadership Team and Board of Directors;
- Participate in staff meetings, keeping colleagues informed and engaged in fundraising efforts;
- Represent the organization in an enthusiastic and professional manner in the community and with a demonstrated commitment to GVLT's mission.

Major Gifts (50%)

- Develop and implement strategies for expansion of major donor base (over \$1,000);
- Direct all efforts to identify, cultivate, solicit, secure, and steward current and prospective major donors;
- Oversee communications of projects and news with major donors;
- Work with program staff to develop strategic and targeted giving opportunities for major donors;
- Identify and develop ways to engage donors with program work through tours, walks, etc.;
- Track, analyze, and report on major gift fundraising metrics;
- Maintain timely visitation reports, and record correspondence, meetings, and key activities in donor database;
- Oversee Conservators Circle giving society;
- Work closely with Development Manager to execute donor recognition plans and coordinate Conservators Circle giving society benefits.

Planned Giving (15%)

- Design, develop, and implement campaign for solicitation of planned gifts;
- Facilitate documentation of planned giving commitments;
- Provide stewardship of donors who have already committed to a planned gift;
- Build relationships with professional advisors in the community for client referrals;
- Oversee, develop, steward, and grow legacy giving society.

Board Fundraising (10%)

- Working with Board Development Chair and Board Development Committee, engage, train, supervise, and motivate GVLT Board of Directors to execute short and long term Board-related fundraising initiatives;
- Oversee creation and implementation of Board annual fundraising plan;
- Lead the recruitment and training of Board Members to support fundraising activities.

Prospect Management (10%)

- Develop system for prospect research & management;
- Conduct prospect research and create donor profiles for major and planned giving prospects;
- Identify and build relationships with new and prospective donors;
- Oversee prospect development by staff and Board.

Essential Skills & Competencies:

- A clear conservation ethic with a deep appreciation for the Gallatin Valley's natural and cultural characteristics; experience with the environmental/conservation community preferred;
- Professional and personable demeanor;
- Superior interpersonal, oral and written communication skills with the ability to represent GVLT to diverse audiences;
- Strong organizational skills and attention to detail;
- Knack for authentic relationship building, with an emphasis on understanding the interests of major gift donors and developing long-lasting relationships with donors;
- Ability to execute multiple tasks in an organized manner and respond appropriately to multiple demands;
- Self-motivated with ability to operate both independently and in a fluid, highly-creative, collaborative, team-oriented environment;
- High levels of discretion, sensitivity, and good judgment;
- Willingness and ability to travel to fulfill job requirement. Some evening and weekend work required.

Preferred Education and Experience:

- Bachelor's degree, or an equivalent combination of education and/or experience;
- Minimum of 5 to 7 years of experience in non-profit fundraising or, with relevant for-profit experience, capacity to learn and implement a complex major giving program;
- Proven track record cultivating, soliciting, and stewarding major donors;
- Familiarity with land conservation priorities and narratives;
- Demonstrated applied knowledge of office technology and information systems (including Word, Excel, Outlook, Access, PowerPoint) and donor databases, preferably Raiser's Edge;
- GVLT is an equal opportunity employer.

Generous benefits package includes:

- 2 weeks paid vacation increased to 3 weeks at one year of employment. Employees gradually increase to 5 weeks of paid vacation after 5 years of employment;
- 10 days of paid personal leave and 10 paid holidays;
- Eligible for a 3 month paid sabbatical after 5 years;
- Health Insurance, Vision and Dental Insurance, Health Savings Account contributions, Long Term Disability Insurance, Basic Term Life and AD&D Insurance;
- Matching retirement contributions up to 3%.

Application Procedure: Please submit a cover letter explaining your interest in the position with resume and three professional references to: EJ Porth, GVLT, PO Box 7021, Bozeman, MT 59771, or EJ@gvlt.org. Applications will be reviewed starting August 31, 2020.

GVLT is an equal opportunity employer