



**MONTANA CONSERVATION CORPS**  
**POSITION ANNOUNCEMENT**  
**DIRECTOR OF DEVELOPMENT**

**SUMMARY: DIRECTOR OF DEVELOPMENT**

Montana Conservation Corps (MCC) is seeking an experienced Director of Development to join the organization's executive team and lead a comprehensive fund development program to robustly increase philanthropic support from individuals, foundations, and corporations. The Director of Development also leads a communications and marketing effort to strengthen awareness and engagement with key stakeholders, and to support MCC's participant recruitment activities. MCC is currently working toward a strategic vision to double the number of youth who may serve with MCC, and increasing philanthropy is a critical third leg to MCC's longstanding earned revenue and AmeriCorps grant funding. The Director of Development is supervised by the President/CEO, and works closely with the executive management team, the Board of Directors Development and Marketing Committee, and regional leadership.

**ORGANIZATION**

Montana Conservation Corps (MCC) is a nationally-recognized nonprofit that instills hope and purpose in a new generation of young leaders who get things done to improve our lands and communities. Through hands-on service, our participants, including teens, young adults, and veterans, develop the self-awareness, grit, people skills, connection to place, and respect for their own power to enact change, to be leaders, stewards of the land, and engaged citizens who improve their communities. In turn, these young leaders improve hundreds of miles of trails and tens of thousands of acres of habitat each year. In 2017, over 600 youth, from local communities and reservations, and recruited nationally into our AmeriCorps program, will serve on a crew or as an intern for 3 to 11 months. MCC is based in Bozeman, MT, with regional offices in Bozeman, Helena, Kalispell, and Missoula. We work throughout the Northern Rockies and Plains.

**AREAS OF RESPONSIBILITY**

**Fund Development - 60%**

- Work closely with the President/CEO, Board of Directors, and the Executive Team to develop both annual and long-range strategic fundraising priorities, goals, and plans for which s/he is accountable
- Design and execute a comprehensive fundraising program that includes an annual campaign to mobilize smaller donors, prospect research, cultivation and engagement of major donors, grant development and foundation stewardship, development of corporate/business support, and coordination of donor events in collaboration with the board of directors
- Engage and support the Development & Marketing Committee and Board of Directors in strengthening the culture of philanthropy and specific fundraising activities
- Lead and manage the day-to-day fundraising systems and activities, including data management, annual giving activities, and donor acknowledgment
- Manage department budgets and assure appropriate resource allocation to key priorities

**Communications - 20%**

- Lead the development and execution of a communications and marketing plan to strengthen awareness, understanding, and support from key stakeholders, including donors and project partners, and meet the annual and long-range participant enrollment goals of the organization
- Communicate a compelling and inspired vision and sense of core purpose to key audiences
- Oversee communications efforts using print and online resources, and ensuring a robust and dynamic online presence for MCC through its web site, blog, e-news, and social networking outlets

**Management - 10%**

- As a member of the Executive Team, work collaboratively to achieve the mission and annual goals, inform planning and budgeting, and align development and marketing activities with organizational priorities.
- Contribute to strategic planning efforts to inform current and long-term planning, growth, and management, such as re-organization plans, staffing patterns, development and implementation
- Present to the Board of Directors and assist with board agendas, issues, and support of board committees.
- Represent MCC in meetings with dignitaries, political figures, and other visitors as needed
- Perform administration duties as needed

## **Supervision - 10%**

- Develop and supervise the activities of the development and communications staff to ensure efficiency, effectiveness, coordination with other departments, and ability to meet performance goals.
- Ensure professional development opportunities for fundraising and communications staff members

## **QUALIFICATIONS**

The successful candidate will be an experienced and passionate development professional who is inspired by MCC's mission and excels in relationship building, gets results, and possesses a high level of self-motivation and affinity for working collaboratively in teams. Other qualifications include:

- Bachelor's degree (BA/BS)
- Five or more years of experience as a performance-driven development professional
- Three or more years of management experience with demonstrated supervisory skills and ability to organize time and work assignments for staff and volunteers, and ability as an effective team builder
- Demonstrated competency in working with foundations and researching, writing, and managing grants
- Experience with implementation of an annual fund to solicit gifts from individual
- Proven success cultivating and stewarding larger gifts from individuals and businesses or corporations
- Proficiency in developing and managing communications and marketing resources and branding strategies, including use of online and social media resources
- Extraordinary judgment and the highest degree of personal and professional integrity and ethical standards
- Excellent attention to detail, follow-through, accountability, and willingness to pitch in where needed
- Proficient with standard MS Office applications, including databases. Experience with Salesforce is desirable
- Experience with MCC or a similar conservation corps or national service programs is desirable
- This position may involve recurring access to vulnerable populations and requires passing a Criminal History Check, FBI Fingerprint check, and National Sex Offender Public Website check
- Valid Driver's License and ability to meet MCC Driver eligibility requirements

## **TERM OF EMPLOYMENT**

Full-time, exempt. This position may require evening and weekend responsibilities.

## **COMPENSATION**

\$70,000 or above DOE . Benefits: health/dental insurance with co-pay; 401K retirement plan with 5% employer match.

## **EQUAL OPPORTUNITY**

MCC is an affirmative action, equal opportunity employer where employment is based upon personal capabilities and qualifications without discrimination because of race, color, national origin, religion, creed, age, sex, physical or mental disability, marital status, sexual orientation, gender identity, genetic information, political beliefs, or any other protected characteristic as established by law.

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Montana Conservation Corps positions may be required to perform duties outside of their normal responsibilities.*

## **TO APPLY**

Application information posted at <http://mtcorps.org/about/career-opportunities/>. Applications are encouraged by August 7<sup>th</sup>, but will be accepted until the position is filled.