DEVELOPMENT DIRECTOR JOB DESCRIPTION

Classification: Full time Exempt, Salaried
Wages: $50,000-$60,000 DOE
Benefits package: Health, dental and vision insurance; paid holidays, annual and sick leave; employer-matched simple IRA and continuing education
Reports to: Executive Director
Supervision of others: Development Assistant
Location: Bozeman, MT preferred

Purpose
The Development Director cultivates donor relationships and engagement to strengthen the culture of philanthropy within The Traveling School community. Working closely with the Executive Director, the Development Director sets fundraising goals and initiates philanthropic opportunities to engage donors (alumnae, parents, faculty, board of directors and new funding partners).

Development & Fundraising (75%)
- Cultivates and strengthens donor relationships
- Grows fundraising dollars to a level that supports both development expenses and a robust need-based scholarship fund
- Grows and retains donors annually
- Implements and expands major gift program, using successful cultivation and solicitation strategies
- Coordinates and executes campaigns, including multiple annual appeals and Give Big Gallatin Valley
- Oversees writing and creation of appeals, annual impact report and all other development communications
- Coordinates foundation giving and oversees grant writing
- Designs and implements future endowment campaign
- Oversees development functions of fundraising software (Little Green Light, MailChimp and MobileCause)
- Manages donor tracking, stewardship and acknowledgement
- Ensures organization’s compliance under State and Federal fundraising regulations
- Oversees and implements fundraising events (virtual and in-person)
- Partners with board development committee chair to prepare for and facilitate development committee meetings.

Supervision (10%)
- Works closely with and is supervised by the Executive Director
- Supervises Development Assistant
  - Oversees quarterly work plan, providing ongoing feedback and support
  - Coordinates performance reviews
  - Makes recommendations for salary increases and promotions
**Marketing (10%)**
- Partners with Marketing Team
  - Assists with social media strategy and calendar
  - Assists in ensuring consistent implementation of branding, style guide and messaging
  - Assists with Marketing Team communications as needed
- Creates and coordinates development-related marketing messaging (social media posts, quarterly e-newsletters, website updates, etc.)

**Administrative Responsibilities (5%)**
- Collaborates with Leadership Team in setting short and long-term strategic goals for The Traveling School
- Creates and oversees development budget
- Shares office maintenance duties with administrative staff

**Qualifications**
- Bachelor’s degree, Master’s preferred
- At least three years of professional experience required, preferably in a nonprofit sector (development, sales, marketing, communications, etc.)
- Development experience, including donor cultivation, creation and execution of fundraising campaigns and appeals
- Strong public speaking and writing skills
- Project management skills: creating timelines and meeting deadlines
- Proficiency with technology, MS Office, Google Workspace, Dropbox, WordPress (or equivalent), Constant Contact, MailChimp (or equivalent) and donor database applications (Little Green Light)
- Ability to create and present proposals to individuals and groups
- Certification in Fundraising Management or Certified Fund-Raising Executive (CFRE) designation preferred

**Success Characteristics**
- Enthusiasm for and positive representation of The Traveling School’s mission, values and culture
- Assertive self-starter who takes initiative
- Creative and adaptable thought leader
- Positive attitude, shows concern for people and community, demonstrates self-confidence, common sense and good listening ability
- Integrity, trustworthiness and sound judgment
- Thorough, analytical and organized, with attention to detail
- Manages and completes projects individually or on a team
- Able to prioritize and exhibit follow-through on tasks and goals to successfully meet deadlines
- Maintains professionalism and adheres to confidentiality policies and procedures

**Working Conditions**
- With current Covid situation, administrative staff mainly works remotely, utilizing virtual meetings. In-person meetings are optional.
- Must adhere to COVID procedures when working in person.
• Bozeman-based applicants preferred; however, non-Bozeman-based applicants will be considered.
• Non-Bozeman-based hires will be required to complete an in-person orientation and periodically travel to Bozeman.
• The Development Director may travel up to three weeks a year (in and out of state) for development-related work.
• The Development Director may be required to work evenings and weekends during major campaigns and special events.
• Full-time position (40 hours/week) with flexible work schedule possible, allowing hires to fluctuate their daily start and end times.

Commitment to Diversity and Inclusion
The Traveling School is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a board, staff and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world. Women, people of color, Native Americans, immigrants, LGBTQIA+ people and other underrepresented and historically marginalized groups are strongly encouraged to apply.

To Apply
Applications will be considered complete upon submitting the following to admin@travelingschool.com:
• Cover Letter
• Resume
• Four professional references using the format below
• Finalists may be asked to complete a writing sample and/or project, as part of the interview process.

Applications will be accepted through December 30, 2021. Applications will be reviewed, and interviews may be offered on a rolling basis prior to application deadline.

After initial review, The Traveling School may solicit further information from select candidates. Finalists will be asked to partake in a formal interview(s) either virtually or in person. The Traveling School is committed to taking the time to carefully review candidates and will not fill the position until the ideal candidate is found. Correspondence via email is preferred.

Professional references
Please provide four professional references. We prefer a mix of direct supervisors and co-workers who can speak to applicant’s work performance, professional demeanor and interpersonal skills. References should not be related to applicant.

Reference Name: __________________________________________
Phone: (______) ___________________ Email: __________________________
Relationship to applicant: ____________________________