



## **JOB ANNOUNCEMENT**

**Position:** Director of Development & Communications  
**Location:** Helena, MT  
**Salary:** \$45,000-\$55,000/year  
**Benefits:** Vacation, Simple IRA w/match, Health Insurance

### **About the Organization**

Founded in 1976, Montana Audubon is an independent, statewide conservation organization whose mission is to promote appreciation, knowledge and conservation of Montana's native birds, other wildlife, and natural ecosystems and to safeguard biological diversity for current and future generations. In our vision for the future, we seek to create an environment in which all of Montana's native bird species have healthy, sustainable populations, ensured by long-term habitat security. Montana Audubon uses bird science, conservation education and engages in public policy work to protect our state's incomparable wildlife and landscapes.

### **Summary of Position**

The Director of Development & Communications is a permanent full-time staff person whose primary responsibility is to coordinate all fund development activities, working with the Executive Director and the Development Committee to promote a culture of philanthropy throughout the organization. Duties include managing major donor cultivation and solicitation, grant research and writing, overseeing annual fund activities such as appeal letters, email solicitations and monthly giving program, and promoting and managing planned gifts. The position also oversees all communications activities for Montana Audubon, ensuring a consistent message with our newsletter (and other print media), website, and social media platforms.

### **Major Responsibilities**

- Follows an annual fundraising plan to meet revenue goals for Montana Audubon and to diversify funding sources for all programs.
- Develops strategies and techniques for continual expansion and cultivation of prospective donors through giving programs with an emphasis on growth of donations.
- Oversees an annual Major Donor cultivation calendar for the Executive Director to ensure successful donor connections via timely phone calls, emails, letters/cards, and visits based on mutually agreed upon strategy for annual giving and recognition of gifts.
- Makes direct asks to donors or donor prospects, where appropriate.
- Leads a systematic program of annual giving, focusing on the principles of moving individuals up the giving ladder, as well as expanding monthly giving opportunities.
- Coordinates grant research by office staff, and submits proposals for special funding from private and public funding entities.
- Oversees the foundation and grants program wherein relationships are well-maintained, and timely, accurate grant proposals and reports are written and prepared for program-specific and operational grants.
- Establishes a comprehensive planned giving program to expand current endowment values and encourage estate giving.

- Works with development and event planning staff to ensure fundraising elements of all Montana Audubon events are consistent and viable.
- Ensures marketing and communications efforts have a consistent and compelling case for support.
- Oversees the organization's newsletter, website and social media platforms.
- Oversees the production of materials designed for members, donors, foundations and corporations.
- Directs office staff (as needed) to conduct research to identify donor prospects and to obtain information concerning financial capacity, special interests, past history and relationship with Montana Audubon.
- Provide guidance for staff responsible for the database system, data entry and gift processing.
- Maintain a system of donor information management, including both electronic and confidential hard copy filing systems.
- Ensure that all development and communication activities are integrated by use of an annual calendar.
- Review development activity effectiveness on a bi-annual basis and adjust if necessary.
- Works with Accounting Specialist to review monthly revenues and reconcile bookkeeping system and donor database reports.
- On an as-needed basis, be available to approve payroll, review payables, or perform other bookkeeping functions.

### **Knowledge, Skills and Experience**

- Completion of a 4-year degree
- A combined 4+ years of professional experience in development, communications or related fields.
- A background in major donor cultivation and gift securement preferred.
- Experience in securing foundation and corporate grants including identifying sources, relationship building and experience writing LOIs, grant proposals and reporting preferred.
- A commitment to conservation and the mission of Montana Audubon
- Highly organized with the ability to manage multiple deadlines and stay within budget
- Proficient computer skills, experience with donor databases, and proven experience tracking performance metrics.
- Possesses an even temperament, sense of humor, ability to take direction, and exercises good judgment and flexibility.
- Willingness and desire to be a team player within a collaborative work culture and uniquely skilled in delegating duties to staff in a non-supervisory relationship.
- Strong communication skills (both written and verbal) and excellent interpersonal skills
- Flexibility to work occasional evenings, weekends, overnights and willingness to travel statewide and regionally as needed.

### **To Apply**

Please send cover letter and resume to [Lberrin@mtaudubon.org](mailto:Lberrin@mtaudubon.org) with the subject line "Director of Development & Communications". This posting will remain open until filled with applications reviewed on a rolling basis.