



JOB ANNOUNCEMENT

JOB TITLE: Development Director

Location: Missoula, MT

Position Type: Full-time, Salaried, Exempt

Target Start Date: Summer/Fall 2023

JOB SUMMARY: The Clark Fork Coalition (CFC) seeks an enthusiastic Development Director to lead all fundraising activities in support of our mission to protect and restore the Clark Fork watershed. Reporting to the Executive Director, the Development Director will design and drive a comprehensive fundraising strategy that includes writing grants, building and maintaining donor relationships, and developing corporate giving opportunities on behalf of the cause for a healthy and resilient river. This position works in close collaboration with a high-impact, multidisciplinary team at CFC that is eager to scale CFC's fundraising activities to match CFC's aspirations for the river.

JOB DUTIES

Primary Responsibilities:

- Develop and execute annual fundraising plans
- Maintain and continue to build a robust and diverse grants program, including:
 - Writing proposals and letters of inquiry
 - Submitting accurate and timely reports in compliance with requirements for grants that the Development Director is managing
 - Supporting project managers in identifying government grant opportunities, preparing applications and budgets, and filing reports
 - Maintaining ongoing communications with foundation officers and funding contacts
 - Researching and identifying new grant opportunities from private, public, and corporate funding sources
- Create and implement strategies for broadening CFC's membership base and increasing donor giving and engagement
- Work closely with the Executive Director and Board of Directors to cultivate, solicit, and secure major gifts
- Collaborate with CFC's Communications Manager on marketing materials related to fundraising, communications to donors, and digital fundraising strategies
- Supervise and support CFC's Development Manager on donor database management, gift processing systems, membership mailings, and special event logistics
- Stay current on philanthropic trends and legislation that could affect funding

Other Responsibilities

- Participate in staff meetings, team-buildings, board meetings, and CFC-sponsored events
- Participate in organization-wide planning, budgeting, and administrative tasks

- Produce annual work plans, fill out weekly timesheets, and other reports and documentation outlined in CFC's personnel policies
- Project commitment to and professional enthusiasm about CFC's work and mission

SKILLS AND EXPERIENCE

Required:

- Proven success raising funds from diverse sources (e.g., private grants, major donors, individual giving, corporate sponsorships)
- Knowledge of principles and practices of fundraising, nonprofit operations, and budgeting
- Enthusiasm for relationship building
- Exceptional communication skills: written, verbal, electronic
- Ability to think strategically, evolve tactics, and remain flexible
- Capacity to multi-task, stay organized, hit deadlines, and remain calm under pressure
- Willingness to work occasional evenings or weekends for CFC events or meetings
- Familiarity with DonorPerfect (or similar database)
- Working knowledge of MS Office and/or Google Workspace programs

Appreciated Personal Attributes:

- Desire to make a difference for the river
- Natural curiosity about what motivates people to give to environmental causes
- Positive orientation toward doing good work as part of a team

COMPENSATION, BENEFITS, OTHER

- Annual salary of \$72,000+; negotiable depending on qualifications
- Generous Paid Time Off to support a healthy work-life harmony
- Additional 15 paid holidays
- Employer-paid health coverage
- Retirement contribution with match up to 3% of salary and immediate vesting
- Flexible hours, hybrid work structure (combination of in-person and remote acceptable)
- Collaborative culture, support for professional development, growth, and learning
- Office is 2 blocks from the Clark Fork, across the river from downtown, off the "Hip Strip"

APPLICATION PROCESS

- Submit a cover letter and resume in a single PDF file by email to info@clarkfork.org
- Deadline is: 5:00 pm (MST), Monday, March 27, 2023
- Professional references are not required in the initial application phase
- Interview notification by April 14, 2023
- Final decision expected by May 12, 2023

WORKING AT THE CLARK FORK COALITION is a uniquely rewarding experience. We are an innovative, values-driven river conservation nonprofit, with a 38-year track record making a measurable difference in the health and resiliency of the Clark Fork River system, and the people, fish, and wildlife it sustains. CFC's 14-person staff is based in Missoula, with satellite offices in Anaconda and Deer Lodge. CFC is committed to building a diverse board, staff, and river community, and is an equal opportunity employer that strives to provide employees with a work environment free of discrimination and harassment. We acknowledge that we conduct our work on the traditional homelands and waters of the Séliš and Qlispé Peoples, past and present. We gratefully honor the path they have shown us in caring for the river, and embrace our responsibility to strive to be better stewards of the watershed.