



Job Title:	Director of Development	Job Category:	Full Time
FLSA Status:	Exempt	Position Type:	Year Round
Reports To:	CEO	Supervises:	Development Team
Expected Schedule:	Full Time – Year-Round		
Responsibilities			

POSITION SUMMARY

The Big Sky Community Organization (BSCO) has been a leading non-profit in Big Sky for over two decades. BSCO’s primary focus is facilitating year-round recreational programs, outdoor spaces, and community partnerships that serve residents and visitors who live, work, and play in Big Sky, MT.

The Director of Development will play a critical role in creating and supporting the next iteration of BSCO. BSCO is currently positioned to greatly expand services to the Big Sky community and visitors through our historical parks, trails, and programs to meet the town’s growth and needs. The recent opening of BASE, the community and recreation center, provides a launch pad to greatly broaden BSCO’s wellness and recreational athletic programs.

In addition to leading all aspects of fundraising, the Director of Development will play an integral strategic role as member of the Leadership Team. This role will work closely with the BSCO CEO and Board of Directors, as well as lead the board Development and Communications Committee.

This position is an exempt salaried position that may require an occasional work week of more than 40 hours.

ESSENTIAL JOB FUNCTIONS

Primary Responsibilities

- Meet annual development goals for funds raised
- Grow BSCO’s donor base
- Partner with CEO in growing development revenue and expanding donor base
- Create development strategy and annual plans, and strengthen BSCO’s development value proposition, messaging, and development tactics
- Manage development staff and all aspects of the development department including communications and events
- Ensure integrity of donor database
- Network and build BSCO’s awareness in the community
- Lead the Communications and Development Committee of the Board of Directors to build awareness and grow development by creating and overseeing a communications plan that supports fundraising
- Participate in leading and making organizational priorities and strategies as a member of the Leadership Team



Secondary Responsibilities

- Participate in grant strategy and process, site visits, and build relationships with foundations and corporations
- Work with BSCO's Board of Directors to grow donor base
- Cultivate a culture of philanthropy with BSCO's staff and board
- Stay current on best practices and trends in development locally and nationally
- Assist in creating a planned giving initiative

EDUCATION AND EXPERIENCE

- Four years of nonprofit development experience, with management experience preferred
- Strong record of fundraising success
- Ability to develop new donor relationships and grow existing donor relationships
- Entrepreneurial and results oriented
- Ability to plan and meet goals and deadlines
- Experience working with and building relationships with grants and foundations
- Experience with development databases
- Problem solving
- Experience with major fundraising campaign is useful
- Bachelor's degree
- Demonstrated strong leadership and people management skills and ability to give and receive feedback
- Outstanding interpersonal skills
- Commitment to BSCO's mission, vision, and values
- Solid Communications skills – verbal and written – and the ability to tell BSCO's story and communication persuasively
- Willingness to work independently and collaborate with staff and board
- Strong initiative, follow through and commitment
- Good organizational skills and the ability to prioritize and work on multiple projects simultaneously
- Able to work effectively in a dynamic environment, adaptable, open to change
- Experience managing a financial budget

COMPENSATION AND BENEFITS

- Competitive salary
- Full Time benefits package available
- This is a full time, 12-month position

DISCLAIMER AND ACKNOWLEDGMENT