



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

### POSITION SUMMARY

The Big Sky Community Organization (BSCO) has been a leading non-profit in Big Sky, MT for 25 years. BSCO’s primary focus is facilitating world class year-round recreational programs, creating and maintaining trails and parks, and collaborating with community partners to serve residents and visitors who live, work, and play in Big Sky. BSCO is currently positioned to significantly expand to meet the needs of the growing community. The recent opening of BASE, the community and recreation center that was funded by a \$24M campaign, provides a launch pad to greatly broaden BSCO’s trails network, health and wellness programs, parks, recreational athletic leagues, and community building initiatives.

The Director of Development will play a critical role in creating and supporting the next iteration of BSCO by partnering with the CEO and Board of Directors to meet BSCO’s development goals including the 25<sup>th</sup> anniversary capital campaign, initiating a major donor giving program, and building a pipeline of new stakeholders.

In addition to leading all aspects of fundraising, the Director of Development will play an integral strategic role as member of the Leadership Team and Operations Team. This role will also work closely with the Board of Directors and lead the 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
- Expand BSCO’s donor base
- Partner with CEO to meet objectives
- Lead special fundraising campaigns
- Create development strategy and annual plans, and strengthen BSCO’s development value proposition, messaging, and development tactics
- Establish and manage the annual budget for the Development Department
- 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 and attend local events



- 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**

*This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and is not intended to be an exhaustive list.*