



JOB TITLE: Development Director
REPORTS TO: Executive Director
STATUS: Exempt, Full-time

POSITION SUMMARY:

The Development Director is responsible for overseeing the development team to meet the funding, community engagement, and volunteer goals that exceed the support needs of Billings Leadership Foundation (BLF) and the partners we support. The Development Director will work to increase and expand annual giving, implement a well-rounded image and moves management program, secure and enhance foundation giving, maintain grant reporting, develop and write materials in brochures, presentations, appeals and newsletters and work with direct-mail vendors to ensure proper messaging and drive income to exceed the revenue goals of BLF.

In addition to managing a portfolio of individual donors for cultivation and solicitation, the Development Director is responsible for maintaining relationships with current community partners, foundations, and corporations. The Development Director will work with staff from the various programs we support to accurately portray program testimonies to our donors. BLF is a donor-centered, community driven organization and the Development Director ensures organizational compliance with ethical practices in fund solicitation as defined by the Association of Fundraising Professionals.

The Development Director will oversee the development department team (and contractors) including those who write grants and develop publicity materials- to ensure accurate and effective messaging is delivered, those who engage volunteers- to provide acquisition, development, management and satisfaction effectiveness, and those who portray our public image- to develop positive and beneficial relationships and ensure community interactions are on track.

This is a top-level leadership position and has a seat at the senior leadership table, is involved in all major decisions, has a private office, has a professional development budget, has a company vehicle available for business related trips, and is responsible to recruit, develop, train and mentor their development team.

KEY PRIORITIES:

- Establishing professional working relationships with a diverse array of constituencies including staff, Executive Director, donors, foundation/corporate representatives, media and community partners- among others.
- Managing with mastery our fundraising reporting and tracking systems (Donor Perfect and E Tapestry) to track donors and enhance the organization's understanding of donor behavior, donor trends, and work with the development team on donor retention, expansion and recapture.
- Increasing grant funding and expanding the number of corporations, businesses and foundations in the BLF funding portfolio.
- Expressing appreciation and gratitude to our donors and ensuring BLF and our supported agencies have a robust donor appreciation communication process.
- Supporting and expanding donor and public communication materials including but not limited to appeal letters, newsletters, brochures, digital media, presentations, audio, video, and print media.
- Supporting and expanding volunteer engagement, communication, effectiveness, and satisfaction in a targeted effort to both serve the BLF mission and grow volunteers into active partners and donors.



- Advise the Executive Director and other Department Heads on the impact of leadership decisions on donor engagement and public opinion.

ESSENTIAL DUTIES & RESONSIBILITIES:

- Uphold, promote, and encourage, in word and deed, desired organizational culture and core values; purposefully seek to establish and maintain a culture that affirms and advances BLF Mission Statement, Vision and Values.
- Participate in timely and accurate reporting according to BLF needs and expectations, keep the Executive Director informed and demonstrate commitment to open communication in an effort to fully participate in organizational problem-solving, decision-making, and strategic planning.
- Develop, implement and carry out a comprehensive fundraising plan and provide best practice fundraising knowledge to address organizational challenges.
- Areas of responsibilities include but are not limited to:
 - Direct Mail
 - Major Gifts and Moves Management
 - Planned-Giving
 - Foundations and Corporation Grants
 - Events as Needed
- Must be truly energized by the concept of continual cooperation and teamwork and sharing credit for accomplishing goals.
- To thrive in the culture of BLF, the position requires a genuine and sincere person who is both a teacher and learner.
- Embrace the use of data to tell the story of the impact of BLF to current and prospective grantors, donors and supporters
- Develop metrics to be used to monitor the success of the development program and balance the quantitative/analytical aspects of the position with exceptional interpersonal communication and active listening skills.
- Maintain current knowledge about community development work, educational programming, housing, homelessness, social enterprise, public image, and funding environments on a local and national level.
- Develop, implement and advance the strategic communications plan to advance BLF's brand identity, broaden awareness of its programs, supported agencies and priorities, and generate financial support that exceed BLF needs.

SKILLS/QUALIFICATIONS

- A solid and credible Christian witness and lifestyle that exemplifies Christ in character and actions
- A proven fundraising leader and embraces the ideal of transparent and frequent interaction with his/her peers in a collaborative effort to advance BLF.
- Proficiency in Microsoft Office Professional Suite and donor database software, desktop publication, social media, and Internet
- The ability to think critically, independently, strategically and effectively



- Must be an engaging, bright, and personable individual who is comfortable speaking to large groups, interacting one-on-one with people from all walks of life.
- Highly ethical, trustworthy, and professional
- Organized with good analytical and decision-making abilities
- Flexible, able to handle many projects simultaneously and meet frequent deadlines
- Able to read and analyze statistical data and incorporate into departmental goals and objectives
- Valid Montana Driver's License and ability to travel and be insured by BLF insurance carrier
- Ability to pass local, state, and federal background check

PHYSICAL FACTORS/WORKING CONDITIONS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Work will predominately require individual to work in a typical office environment.

Work outdoors and after hours for meetings or other fundraising events- *Occasionally*.

Walk, drive or fly to local, statewide, nationwide and international events- *Occasionally*

Sit, stand, talk, hear, see, present and create - *Continuously*

Fingering skills – use computer, keyboard, phone, screen- *Continuously*

Lift and/or move up to 40 pounds - *Occasionally*

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities over Development Coordinator and Volunteer Coordinator.

EDUCATION/EXPERIENCE:

- Minimum of Bachelor's Degree in a related field. Master's Degree preferred.
- 5+ years direct experience in fundraising and development, management, executive leadership, or experience in a related field, preferably with non-profit experience with increasing levels of responsibilities.
- Certification as Fundraising Professional (CFRE) preferred.
- Membership in AFP, or the ability to obtain membership

Requirement:

BLF (BillingsLF.org) is a privately funded 501 (c)3 non-profit, Christian ministry dedicated to fulfilling our mission statement and functions. We act out our mission by supporting our partner agencies and clients that utilize our services aimed at improving our city through partnerships, intentional collaboration and mutual support. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel by being an exemplary provider of effective and efficient solutions for those we serve. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ. All employees must:

- Be able and willing to share and participate in the ministry activities of BLF;
- Subscribe to BLF Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the BLF Employee Handbook.



My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.

Signature

Printed Name

Date