



POSITION TITLE: Associate Development Director

REPORTS TO: Associate Director

SUPERVISES: No existing positions

COMMITTEE PARTICIPATION: Finance and Events

STATUS: Full-time exempt

SALARY: Competitive and commensurate with experience

CLOSING DATE: Open until filled

ABOUT PRICKLY PEAR LAND TRUST

Prickly Pear Land Trust (PPLT) is a nationally accredited, robust regional land trust in Montana whose mission is to connect people to land. Headquartered in Helena, Montana and serving a four county region, PPLT operates three main programs: Trails, Lands, and Community Conservation.

For 25 years, PPLT has a deep history of partnerships with public and private landowners – projects over the years have built-out a nationally-renowned public land estate in Helena’s South Hills, with one of the best trail systems in the region. Encompassing over 90 miles of trails, on a run, hike or ride in the South Hills, you cross lands owned by the Forest Service, City of Helena, Bureau of Land Management and private citizens, but never leave a PPLT-managed trail.

Through private land conservation easements and the occasional fee-title purchase, PPLT’s lands program works with local working ranch families to guarantee vital open space and habitat are protected against subdivision and development. We make conservation a viable financial option.

In our Community Conservation program, PPLT seeks to engage people in our service area, helping to encourage more people involved and outside – regardless of age or ability. Delivering services like those at our Tenmile Creek Park - creek access, trails, and educational programming - to underserved segments of the community is key to expanding the “conservation tent”.

The next 25 years will be a time of immense growth as the organization exponentially expands these three focus areas. With pillars such as innovation, adaptability, equity, inclusivity, and community first, PPLT will continue to transform their service area to meet the needs of an evolving region.

The PPLT team is a group of dedicated, passionate, ethical and solutions focused individuals. Human connections and relationships are at the core of their work and success. PPLT staff and leadership have built a Happy Trails culture that embodies: health, inclusivity, sustainability, connection, and fun!

Prickly Pear Land Trust offers competitive compensation, retirement and healthcare benefits, generous paid time off, a collaborative work environment as well as a flexible in office and remote work policy.

POSITION DESCRIPTION

Prickly Pear Land Trust is looking for a dynamic individual who not only embodies the Happy Trails culture, but someone who can take the existing development program and expand its potential to match the pace of the organization. Someone who can imagine and lead PPLT's philanthropy vision with confidence, passion and intelligence. Someone who can deepen established connections and shepherd them alongside organizational evolution. Adaptable, accessible, creative, and enthusiastic, the Associate Development Director will work closely with the Executive Director and Associate Director to provide strategic direction and both long and short range planning to identify, cultivate, solicit, and steward existing donors and prospects.

OVERARCHING GOALS

The Associate Development Director will work on a variety of relationship and fund development activities to ensure PPLT is able to continue to expand our conservation and recreation work within the community.

- Work internally and externally to meet the needs of the organization through traditional and innovative revenue generating activities
- Interface with the general public, donors, business and community leaders, and philanthropic partners
- Your communication skills and social intelligence will elevate our ability to convene partnerships and broker a common community vision of conservation and trails throughout central-western Montana
- Your passion for our mission will translate into a strong working relationship with the Board of Directors, committee members, nurturing long-standing relationships, and identifying and cultivating new roles and resources
- Design and implement a comprehensive fundraising plan
- Proven track record and ability to match a donor's desire with financial needs of the organization
- Provide leadership and execution on all fundraising initiatives including, but not limited to: major gifts, membership, planned giving, corporate giving, grant writing and database management
- Exceptional communication and writing skills are essential to the success of this position

ANNUAL RESPONSIBILITIES

The tasks below are examples and not limited to these bullet points.

- Work with the Associate Director to build income budget each year
- Build a development calendar and manage the successful execution of all tasks associated
- Manage donor database to ensure clean data
- Research, cultivate foundations and write and manage all associated grants
- Provide timely grant reporting and ensure compliance as required by grant award documentation
- Spearhead state and federal grant opportunities
- Enhance planned giving and endowment programs
- Reenvision and grow membership base
- Expand monthly and annual giving programs
- Write and coordinate all direct mail, email solicitation, sponsorship collateral and annual reports
- Secure all event sponsorship needs with PPLT's two major fundraising events, the Don't Fence Me In Trail Run and the Harvest Moon Banquet & Auction
- Identify and pursue new sources of funding

- Coordinate the staff-wide effort to expand the appropriate tracking of volunteers, donors, prospective members, and granting partners using our donor database
- Manage filters and reports in the donor database to assist with mailings, outreach, and donor cultivation strategy
- Work with individuals and board members to host intimate fundraising events
- Coordinate annual donor appreciation event

MINIMUM QUALIFICATIONS

- Bachelor's degree
- At least 5 years of experience in a development, fundraising and/or relationship building position
- Experience in persuasive and technical writing, editing, and proofreading
- Experience managing diverse activities to meet deadlines
- Experience working and communicating with a wide range of people and backgrounds
- Experience working with databases, including managing and tracking data
- Abide by PPLT's Code of Ethical Conduct
- Strong organizational skills and attention to detail
- Creative and forward thinking
- Embody the Happy Trails culture
- Genuine interest and ability to keep diversity, equity and inclusion within your frame of vision at all times

DESIRED QUALIFICATIONS

- Experience with donor management software, Donor Perfect preferred
- Prior experience coordinating a capital campaign and endowment/planned giving campaign
- Ability to analyze information for the purpose of preparing reports, coordinating efforts and solving problems
- Prior experience working on a major fundraising event
- Genuine interest in financial investment policies

ADDITIONAL JOB INFORMATION

- This position requires some evening and weekend work time

BENEFITS INCLUDE

- Paid Time Off: 20 days per year + 10 paid holidays
- Health Insurance and Health Savings Account contributions
- Simple IRA retirement contributions after 6 months of employment
- Eligible for a 3 month sabbatical after 5 years of continuous employment

APPLICATION PROCEDURE

- Please submit a cover letter explaining your interest in the position, resume, writing sample, and three professional references to: Rachel Rountree, Associate Director, rachel@pricklypearlt.org.
- The position will remain open until filled with an initial deadline of Friday, July 16 2021
- No phone calls please