The Glacier Institute is the official education partner of Glacier National Park and Flathead National Forest. We provide a wide range of educational hikes, camps, and courses that get people connected to the natural world.

Development Director Job Description

The Glacier Institute is seeking someone to join our team and lead our development efforts. This person will report directly to the Executive Director and should have experience with fundraising, events, fundraising campaigns (capital, comprehensive, etc), grant writing, as well as community and donor relations. In addition to being an excellent communicator, the candidate should have excellent multitasking and organizational abilities.

Responsibilities:

● The Development Director will have primary responsibility for developing and implementing a comprehensive fundraising plan, while also actively managing an active portfolio of donors/donor prospects to continuously expand Glacier Institute's fundraising success.
● Assist the Glacier Institute in reaching their annual donation goals through:
  o Donor cultivation, follow-up, and continued relations
  o Grant writing and foundation cultivation
  o Donor events, in partnership with marketing team
● Primary contact for donors
● Actively cultivating new donors
● Develop and make presentations at community donor events
● Following up with, and communicating regularly with donors
● Take lead role in organizing capital campaign fundraising
  o Develop scripting for brochures and emails
  o Coordinate, enlist, and lead campaign committee
● Works closely with marketing team to create engaging and beautiful content and collateral
● Assist Executive Director in project completion
● Plan donor events, two a year minimum
● Work with event planning committee to host donors events, at least two annually
● Other duties as assigned by the Executive Director

Requirements:

● Must have leadership experience and work well with a team
● Driven individual with a passion for outdoor education
● Excellent verbal and written communication skills, in small and large venue settings
● Must be an effective storyteller
● Must be able to take direction and run with an idea
● Must be able to work 40 hours per week
● Proficient with CRM software and Office Suite
● Experience in philanthropy is a bonus, but not required

Compensation

● $65,000 - $75,000 annually, depending on experience
● 3% retirement match
● 12 days paid time off annually

Glacier Institute

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◊ Fax: (406) 897-2654 ◊ www.glacierinstitute.org ◊ register@glacierinstitute.org ◊
To Apply:
If this position sounds like a fit, please submit a resume, 3 reference contacts, and a cover letter to director@glacierinstitute.org and include the title of the position you are applying for in your cover letter and subject line of your email. We look forward to reviewing your materials.