



MISSOULA DOWNTOWN ASSOCIATION  
BUSINESS IMPROVEMENT DISTRICT  
MISSOULA DOWNTOWN FOUNDATION

**Our VISION is to lead and nurture a vibrant Downtown Missoula as a place where people are inspired to live work, shop and play. We do what you love in Downtown Missoula!**

### Position Description

**Job Title:** Director of Giving  
**Reports to:** Executive Director  
**Hours:** Full-time  
**Salary:** \$60,000-\$62,000 Annual Salary Commensurate with Experience  
**Benefits:** Health Insurance Stipend (\$3,960/year), Simple IRS Retirement Plan with 3% match, earned personal time off that increases with length of service, reserved parking (\$540/year), professional development  
**Function:** This position is primarily responsible for grant research, writing and acquisition; cultivation, solicitation and stewardship of donors; fundraising campaigns; data management and support, and community outreach/engagement

### **Duties and Responsibilities:**

- Grant Writing & Research (40%)
  - Research and write grant applications for Downtown projects and programs and support grant administration on successful acquisitions
  - Prepare and present reports on grants and fundraising initiatives for board members and donors
- Donor Development (40%)
  - Identify and cultivate relationships with prospective donors, foundations, individuals and potential investors to accomplish the fundraising initiatives
  - Donor data management and acquisition
  - Plan donor cultivation and appreciation activities
  - Showcase, promote and build Planned Giving options and opportunities
- Fundraising Strategies and Execution (10%)
  - Create and implement annual fundraising strategies, goals and budgets
  - Create, implement and monitor capital campaigns for various projects and foster successful initiatives, where necessary
- Support marketing and communications strategies as they pertain to fundraising and community engagement (5%)
- Represent the DMP at community events and meetings where appropriate (5%)
- Other duties as needed

### **Skillsets Needed for the Position:**

- A comprehensive understanding of fundraising campaigns and grant writing
- Excellent oral and written communication skills
- Professionalism and the ability to develop relationships and cultivate partnerships to advance the goals of Downtown and the Downtown Missoula Partnership

**Preferred Qualifications (knowledge, skills & abilities):**

- Bachelor's degree
- 3-4 years of experience in fund development and grant writing
- Proficient computer skills and experience in database management
- Experience in grant research, writing and non-profit fundraising
- Exceptional writing and editing skills
- Ability to build relationships and connection with Downtown supporters and donors
- Proven project management skills
- Proven time management and organizational skills
- Excellent interpersonal and communication skills
- Flexibility, dependability and creativity
- Ability to work in a team-oriented environment with staff and volunteers
- Ability to manage multiple projects at the same time

Please submit ***cover letter, resume, writing sample and three references*** to Linda McCarthy at [Linda@missouladowntown.com](mailto:Linda@missouladowntown.com). The deadline for applications is Sunday, Oct. 20, 2024.