



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:	\$65,000-\$68,000 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 Foundation fund development and includes 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%)
 - Support the identification and cultivation of 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
- Passion for Missoula
- Experience in fund development, grant writing, and non-profit fundraising
- Ability to build relationships and connection with Downtown supporters and donors
- Proficient computer skills and experience in data management
- Exceptional writing and editing skills
- 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. Deadline: Friday, Jan. 31, 2025.