



DOWNTOWN MISSOULA PARTNERSHIP, LLC

Position Description

- Job Title:** Director of Giving
- Reports to:** Executive Director
- Hours:** 30 Hours/week with some evening and weekend work required
- Salary:** \$30,000-32,000 DOE
- Benefits:** Full benefits (health insurance stipend, SIMPLE IRA 3% employer match, paid parking, earned paid time off) available after successful completion of six-month probationary period.
- Function:** This position is responsible for the fundraising strategies of the Missoula Downtown Foundation, in collaboration with the goals of the Downtown Missoula Partnership, which is comprised of the Missoula Downtown Association, the Downtown Business Improvement District and the Missoula Downtown Foundation.

This includes but is not limited to: the cultivation, solicitation and stewardship of investors, developers and donors, grant writing and management, capital campaign fundraising, data management and support functions as they relate to the goals of the Partnership.

Duties and Responsibilities:

- Identify and cultivate relationships with and contributions from prospective donors, foundations, individuals and potential investors to accomplish the fundraising initiatives of the Missoula Downtown Foundation and the DMP
- Create and implement annual fundraising strategy and assist in the budget process for the Missoula Downtown Foundation and its projects
- Research and write grant applications for Downtown projects and serve as grant administrator on successful acquisitions
- Prepare and distribute grant and fundraising reports for board meetings and stakeholders when appropriate
- Create, implement and monitor capital campaigns for various projects and foster successful initiatives, where necessary
- Assist with the creation of marketing and communications strategies as they pertain to outreach and fund development
- Develop, manage and improve Downtown donor databases
- Represent the Foundation and Partnership at community events and meetings where appropriate

- Other duties as needed

The Fundraising Director shall be responsible for:

- Demonstrating a comprehensive understanding of capital campaigns, fundraising and grant writing
- Demonstrating excellent oral and written communication skills
- Demonstrating professionalism and ability to cultivate partnerships and develop relationships to advance the goals of Downtown
- Demonstrating knowledge and abilities in fundraising and grant writing

Required Qualifications (knowledge, skills & abilities):

- Bachelor's degree in applicable field
- 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
- Proven project management skills
- Exceptional writing and editing 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@missouladowntown.com. The position will remain open until filled.