



## **Methow Valley Citizens Council Development Director Job Description**

### **About Methow Valley Citizens Council (MVCC)**

The Methow Valley Citizens Council has a distinguished history of advocating for progressive land use and environmental values in the Methow Valley since 1976. We launched a tradition of citizen activism which is alive and well today in this uniquely beautiful part of Washington State. Among our most notable accomplishments is the major role we played in averting development of a large downhill ski area or golf resort in Mazama, Washington. The healthy rural character of the Methow Valley, with low density development, considerable open space, clean air

and water, has been preserved in significant part through our advocacy on land use planning and many other issues over the past four decades. Today, MVCC is the Methow's "go-to" advocacy group on a variety of topics that affect the character of the Valley - from public land issues like a potential copper mine to protecting our shorelines and water resources through land use planning.

We are looking for a highly motivated individual to join our dynamic organization. The Development Director is a new position and will spearhead fundraising efforts as MVCC continues to grow and build on its success and increased visibility in the community. This position requires a deep and demonstrated commitment to the values of the Methow Valley Citizens Council. Energy, self-motivation and the ability to work both individually and as a team player are vital.

For more about the broad suite of issues that we are engaged in, please visit: [www.mvcitizens.org](http://www.mvcitizens.org).

### **Summary**

The Development Director reports to the Executive Director and is responsible for achievement of our fundraising goals to support MVCC's mission and financial objectives. They are responsible for building upon and executing our fundraising plan, and making sure we have the right systems in place to carry it forward. The Development Director is responsible for planning, organizing, and directing MVCC's fundraising efforts, including our major gifts program, annual fund, planned giving, membership retention and expansion, special events and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development activities.

### **Job Description**

#### *Develop fundraising strategies and systems*

- Collaborate with the Board of Directors and Executive Director to finalize a fundraising plan which increases revenues to support our mission
- Monitor and evaluate all fundraising activities to ensure that goals are achieved
- Monitor trends in our community and region and adapt fundraising strategies as necessary
- Oversee our donor list and database in a manner which respects donor privacy and

confidentiality

- Develop and manage the annual fundraising budget
- Prepare regular progress reports on fundraising activities

#### *Implement MVCC's fundraising plans*

- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Meet current and prospective donors on a continual basis to establish effective communications
- Build a planned giving program
- Oversee grant seeking including research, writing and reporting
- Oversee special fundraising and friend-raising events
- Engage volunteers for special fundraising activities
- Develop and execute a plan for membership expansion and retention, with an emphasis on youth outreach

#### *Promote the Methow Valley Citizens Council*

- Develop a comprehensive communication plan to promote MVCC to donors and maximize public awareness of giving opportunities
- Coordinate the design, printing and distribution of marketing and communication materials for fundraising efforts
- Build relationships with community stakeholders to advance MVCC's mission and fundraising goals

### **Core Competencies**

The Director of Development should demonstrate competence in the following areas:

- Creativity: Innovate to improve MVCC's financial health.
- Ethical Behavior: Model behavior in keeping with MVCC's value and culture.
- Relationship Building: Get out of the office and maintain positive working relationships.
- Communication Skills: Speak, listen and write with a positive attitude, showing concern for people and community, demonstrating presence, self-confidence, a sense of humor and gratitude.
- Donor Focus: Exceed donor expectations by anticipating and responding to their needs.
- Teamwork: Set goals cooperatively, resolve problems, and make decisions that enhance MVCC's effectiveness.
- Leadership: Motivate staff, board members and other volunteers to achieve results.
- Decision-making: Assess situations and make clear and timely decisions, acting confidently with minimal supervision within the scope of authority.
- Organizational Skills: Exhibit "follow through" on tasks and goals.

### **Qualifications**

- Familiarity with and demonstrated passion for the values of the Methow Valley Citizens Council
- Bachelor's degree

- Knowledge and/or experience in fund raising techniques, particularly major gift fundraising.
- Working understanding of social media tools and their application to fundraising
- Sound computer skills including word processing and database management
- 5 years minimum experience in professional fundraising, or equivalent skills and experience with a proven track record of success
- A certificate in Fundraising Management is an asset

**Hours and Work Environment**

- Salary commensurate with experience; benefits
- Exact hours of work are flexible and negotiable, subject to the needs of the organization
- Main place of work is the MVCC office in Twisp
- Some travel, evening hours will be necessary
- Salaried, exempt status

**Resume and Cover Letter**

Please send resume and cover letter to [mvcc@mvcitizens.org](mailto:mvcc@mvcitizens.org). Position is open until filled. Priority will be given to applications submitted by October 13, 2017.