



Job Opening - Director of Development and Communications (full-time)

Posted: August 4, 2022

Location: In Person, In Office – Bozeman, MT

Salary: DOE, with full benefits including:

- ✓ Health Insurance: 100% paid for employee (Silver, Blue Cross Blue Shield plan)
 - Health
 - Dental
 - Vision
- ✓ Plus, employer paid Health Savings Account (Silver Plan)
- ✓ SIMPLE IRA with 3% match
- ✓ 31 Paid-Time Off days (20 PTO + 11 Holidays, increases after 3 years)
- ✓ Monthly phone stipend
- ✓ Maternity and Parental Leave
- ✓ Professional Development Opportunities
- ✓ Work/Life Balance
- ✓ Collaborative and Positive Teammates
- ✓ Rewarding Work That Matters

Prospera Business Network is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their businesses – in turn strengthening our region’s economy and communities. We offer entrepreneurs and business owners a comprehensive pathway to success through confidential business counseling, professional trainings, business loans, business development grants and peer networking.

Position Summary:

The **Director of Development and Communications** is a new senior-level position that serves on the management team at Prospera with a leadership role helping to build the organization. This position will oversee and execute strategic efforts to build private fundraising support from membership and business sponsorships, lead communication and marketing strategies, and organize events and donor stewardship. This position serves on a four-person management team that uses the Entrepreneurial Operating System (EOS) for weekly director meetings.

This position will have a leadership role that is responsible for engaging business and community leaders and Prospera members to expand their financial support for the long-term success of the organization. This position will also work to improve our marketing and communication strategies across platforms in web, social media, and print. This position will build on past successes to increase financial support through private foundation grants and philanthropic donations. Prospera is a 501c4 non-profit and manages a private 501c3 foundation.

This position reports to the Executive Director, is accountable to the director's team via EOS commitments, and has staff support from a full-time Development Coordinator and part-time Signature Events Coordinator.

Desired Fit and Skills:

The ideal candidate will be a self-motivated and experienced professional that can translate Prospera's positive impact on people and communities into a fundraising and marketing plan that builds membership and business support. This position will enjoy building personal relationships with business leaders and fundraising for our organization. Skills include:

- Marketing and messaging our work to the business community and new donors for membership cultivation and business sponsorship fundraising.
- Tech savvy with strong communications skills to write content for social media, webpages, print, and e-news.
- Strategic thinker that can implement multiple efforts during the year and delegate to staff effectively.
- Fun and competent leader who can take on work and projects with ease and follow through as part of the management team engagement.
- A proven track-record for thinking through work challenges, and then being able to execute drawing on the expertise of others to get results.
- Support our core-values and EOS management system for leading the organization.

Desired Qualifications:

- 3-5 years of work experience in a leadership role for a private or non-profit organization, and direct experience with membership sales, business sponsorships, fundraising, grant writing, or events.
- Savvy marketing and communications skills with creative talent in copywriting and/or graphic design a plus.
- Work experience crafting business sponsorship packages and/or grant writing.
- Proficiency working with a membership or donor database (CRM) is a plus.
- Highly competent working with Microsoft Office Suite, social media platforms, and website content management.
- Teambuilder engaging staff with short- and long-term projects designed to make a positive impact.
- Competent planner who effectively manages time and priorities along with other staff.

Duties and Responsibilities:

This position serves on Prospera's management team and will be responsible for organizational and leadership assignments and projects. This will include special projects, board meetings, hiring and staff management, long-range planning, budgeting, and strategic planning. Core duties include:

Business Support and Fundraising: lead efforts to build Prospera membership and business sponsorships for our programs and events

- Develop and implement strategies to increase revenues within Prospera's membership community.
- Develop and implement strategies to grow our business sponsorships for our business programs, trainings, and signature events.
- Prospect and write grants to private and family foundations for our 501c3.
- Develop a short and long-term fundraising strategy and incorporate communications, and stewardship donor recognition as needed.

- Improve our use of Constant Contact and our CRM data management (we use Little Green Light), to better target communications and prospects.
- Work with Finance Director to manage billing and member receivables and ensure accuracy with recordkeeping and accounting.
- Strengthen our use and capabilities of our CRM data system.

Marketing and Communications: lead efforts to design and implement regular Prospera communications from email, website design to the Annual Report.

- Oversee a comprehensive marketing and communications strategy that will enhance Prospera's image and position for our external communications.
- Plan and coordinate regular donor stewardship efforts to share how their support is making an impact and to provide appropriate recognition.
- Create, design, and maintain marketing materials and collateral including social media content, display banners, brochures, corporate gifts, digital and print advertisements, and other materials.
- Oversee the development and creation of business success stories and client data to document Prospera's impact and develop creative methods for sharing this information (photos, video, storytelling).
- Manage Prospera's website; maintaining and updating content, planning and designing new features, updating events, make the website more useful and efficient.
- Plan and create Prospera's Annual Report.

Events: Plan and implement membership events and major Prospera signature events

- Plan a multi-year calendar of membership, networking events, Prospera signature events, secure venues, and organize volunteer committee engagement.
- Develop methods and strategies for donor stewardship and recognition.
- Create marketing materials, advertising, press releases, social networking posts, website updates, and creative design for event promotion.

Work Conditions:

The work week is generally Monday - Friday 8:30am to 5:00pm, with some variability depending on workload and events. Standing, lifting and some moderate physical requirements (ability to lift 50 lbs.) are necessary along with a personal vehicle, valid driver's license and proof of insurance is required for work travel. This is an "in office" position based in Bozeman, MT.

To Apply:

Email a cover letter including salary expectations, a resume, and three professional references. The cover letter will be considered a writing sample in addition to serving as a personal introduction.

E-mail your application with "Director Role" in the subject line to:
preichert@prosperamt.org

**Initial application review will start on Monday, August 29th, 2022
 with the position being open until filled.**