

Full-/Part-Time	Full-time
Regular/Temporary	Regular
Exempt/Non-Exempt:	Exempt
Salary:	\$68,000–\$72,000, depending on experience
Benefits:	Health, dental, and vision insurance; life insurance; long-term disability insurance; retirement contribution (no wait period); generous vacation and paid sick leave policies; and a paid UM campus parking pass.
Immediate supervisor:	Executive director

Humanities Montana is an Equal Opportunity Employer and actively seeks a diverse pool of candidates for this position.

Position Dynamics

- Do you believe that the humanities (history, literature, civic education, languages, philosophy, etc.) can transform lives and build collaborative and inclusive communities?
- Do you find inspiration through building authentic relationships with donors and other stakeholders to expand the mission and reach of Humanities Montana throughout the Big Sky State?
- Does communicating the compelling impact of humanities through public relations and storytelling excite you?
- Would you like your talents, skills, and leadership to make a real difference at a vibrant, highly regarded statewide nonprofit?

If so, Humanities Montana would love to welcome you to our team!

Position Description

The Development Director builds authentic relationships with donors and other stakeholders to expand the mission and reach of Humanities Montana throughout the state and diversify funding sources for HM's programs and regrants. The Development Director creates and implements the organization's fundraising and stewardship programs and supervises HM's Social Media Intern.

Essential Responsibilities

DEVELOPMENT

- Design and execute the Humanities Montana's annual development plan.
- Create and implement a stewardship program for Humanities Montana to increase donor engagement, loyalty, and retention.
- Support the Executive Director's major gift work by partnering on strategy and developing and writing grant proposals.
- Plan, coordinate and execute special events.
- Oversee the timely, accurate entry of donor related data and donor acknowledgments in HM's CRM system.
- Develop and create fundraising metrics and reports to share with stakeholders, including the Board of Directors.
- Network with state, regional, and national humanities organizations to stay up to date on best practices in fundraising and public humanities work.
- Represent Humanities Montana at meetings and events as requested by the Executive Director.

COMMUNICATIONS

- Coordinate Humanities Montana monthly e-newsletter communications.
- Coordinate, monitor and contribute regular development and fundraising postings for Humanities Montana website and other social media platforms.
- Coordinate Humanities Montana's Annual Report.
- Building positive relationships with stakeholders, media and the public.
- Writing press releases and other media communications to promote Humanities Montana.

ORGANIZATIONAL GOALS AND ADMINISTRATION

- Support the development and implementation of diversity, equity, inclusion, and access goals of Humanities Montana in its fundraising and communications through continuous learning and improvement.
- Collaborate with Humanities Montana staff in grantmaking and programs to enhance opportunities, resources, and outreach for Humanities Montana.
- Participate in regular team meetings and training.
- Attend occasional evening and weekend meetings and/or events.
- Travel overnight within Montana multiple times per year to cultivate and steward donor

relationships.

- Other duties as assigned.

Education and/or Equivalent Experience

- Completed bachelor's degree in communications, public relations, nonprofit management, or related field. Master's degree preferred.
- Certified Fund Raising Executive (CFRE) certificate preferred.
- Minimum of 3 years relevant work experience.
- Or equivalent combination of education and experience.

Knowledge/Skills/Abilities

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Analytical** — Implementing a statewide fundraising strategy through a variety of channels to meet the needs of Montanans and partner-organizations. Aligning fundraising and communications goals with the mission and vision of Humanities Montana throughout the state in order to retrieve and retain donors, expand the organization's reach, and diversify funding sources.
- **Mission and Purpose** — Passionate about Montana and the role the humanities can play in the future of our diverse and changing state. Excited about Humanities Montana's mission and eager to learn more about public humanities.
- **Grant Writing and Project Management** — Experience identifying grant opportunities, building relationships with grantmakers, writing grant proposals, monitoring project activities, and writing grant reports.
- **Software and Systems** — Experience with and ability to use multiple online grant management portals to submit grant proposals and manage grant projects (e.g., Foundant, Submittable, Salesforce, Blackbaud, Fluxx, etc.).
- **Compliance** — Strong record-keeping, data-entry, and data-reporting skills
- **Written and Oral Expression** — Excellent written, oral, and presentation skills, including ability to adapt tone and style depending on audience and setting.
- **Task-management** — Ability to successfully balance priorities while managing multiple tasks and planning special events.
- **Interpersonal Skills** — Advanced people skills, social skills, or social intelligence with the ability to read signals from others and interpret them for an effective response.

- **Collaboration and Networking** — The ability to effectively interface with Humanities Montana colleagues and constituents throughout the state.
- **Detail Oriented** — Sharpened sense of detail and able to establish new systems and processes as needed.
- **Service Orientation** — Actively looking for ways to help people.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Communications and Media** — Knowledge of media production, communication, techniques, and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Work environment

Humanities Montana offers the opportunity for new team members to contribute to an inclusive, welcoming, and vibrant team. We are a small organization with a big impact throughout the state, so that means our office environment is fast-paced with multiple overlapping deadlines and initiatives. As a humanities organization, we aim to bring our mission of transformative conversations and empathy-building storytelling to our work with each other as a team.

The Development Director position is based in our offices in historic Brantly Hall on the University of Montana campus. Hybrid arrangements will be considered and must be approved by the Executive Director. Office hours are 9 am to 5 pm Monday through Friday with occasional evenings and weekend hours. HM offers a flexible working schedule to strive to balance the professional and personal needs of our staff with the mission of the organization.

Application Process/Deadline

To apply, send a resume and cover letter explaining your interest in the position to applynow@aehr.org. Finalists will be asked to submit references and a writing sample. All applications will be acknowledged within 24 business hours of receipt. Applications are requested by February 2, 2024 but will be accepted until the position is filled. Early applications are encouraged. We invite you to learn about Humanities Montana, our mission, and our grantmaking and programs through our website, www.humanitiesmontana.org, before applying. All applications must be in writing and will be treated confidentially.