

POSITION DESCRIPTION: Director of Development

CLASSIFICATION: Professional-Exempt, Grant-Funded Position (not-to-exceed 18 months, unless funding is continued)

POSITION DESCRIPTION:

The Director of Development is responsible for conducting fundraising efforts for ITBC. They will build relationships with NGOs, corporations, and private individuals to secure philanthropic support for the organization and for resources to support ITBC Member Tribes.

PRIMARY RESPONSIBILITIES:

- Engaging Private donors through in-person and online communication and marketing efforts
- Developing fundraising campaigns to be used in a variety of mediums
- Working with the Director of Marketing to administer direct fundraising campaigns on the ITBC website
- Working with ITBC staff to develop targeted campaigns with corporations in order to secure both funding and resources in support of Tribal buffalo programs
- Liaison on specific NGO relationships, including, but not limited to, overseeing fundraising activities related to the ITBC/TNC Letter of Engagement, and all strategic planning related to developing these partnerships.
- Collaborate with the Board of Directors to create and implement a fundraising plan
- Maintain relationships with existing sponsors and build future sponsor relationships
- Manage fundraising and special events
- Generate development materials in concert with other ITBC staff such as grants and case statements
- Utilize fundraising software to track progress
- Travel will be required at up to 50% of the time
- **Other duties as assigned.**

EDUCATION AND SKILLS REQUIREMENTS

Bachelor's Degree Desired

3-5 Years experience fundraising for Tribal organizations or NGOs required

Five years' experience working with Tribes or Tribal organizations

Excellent verbal and written communications skills

Computer skills required and must be proficient and well versed in applications of Microsoft Word, Excel and PowerPoint, and common fundraising platforms.

SUPERVISED BY:

Reports directly to the Executive Director.

SALARY:

Exempt Position. Salary dependent upon experience, starting at \$120,000 - \$160,000.

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