Development Director
MOUNT ST. HELENS INSTITUTE

Position:	Development Director
Compensation:	$68,000 - $89,000 annual salary
Benefits:	Group healthcare insurance 50% paid for staff member plus dependents (medical, vision, dental, alternative, prescription); 3% matching 403(b) retirement plan; 15 vacation days, 10 paid holidays and paid sick time
Work Location:	Hybrid, flexible
Term of Employment:	Full-time, salary, exempt
Closing Date:	Open until filled; applications will be reviewed on a rolling basis; ideal start date is November 1 or earlier

ABOUT US: The Mount St. Helens Institute (MSHI) advances understanding and stewardship of the Earth through science, education and exploration of volcanic landscapes. We are united in our common passion for Mount St. Helens and connecting folks of all backgrounds with science, the outdoors and each other. We value diverse perspectives, good challenges, adventure, fun, partnership and community. MSHI is the official nonprofit partner of Mount St. Helens National Volcanic Monument. As such, we work closely with Monument staff and operate under a US Forest Service special use permit.

MSHI fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. We ensure that all employees work in a positive, supportive, empowering environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation or physical ability. We are an equal opportunity employer and provider. Please review MSHI's Equity, Diversity and Inclusion statement for more information on our commitment.

SUMMARY: The Development Director (DD) creates and implements strategies to build authentic relationships with and solicit support from individual donors, foundations, and corporations. This includes establishing systems and creative strategies for donor identification, cultivation, solicitation, tracking, acknowledgment, recognition, events, and donor stewardship. Reporting to the Executive Director (ED) and in partnership with MSHI's leadership team and Board of Directors, the DD assumes an essential role in helping to develop the strategic direction and overall management of the organization while exercising a significant degree of independent decision-making within the development realm. Importantly, the DD will help lead and evolve with MSHI during a period of significant growth, while promoting a positive and progressive work environment in alignment with the Institute's mission, values, strategic plan, and policies.

DUTIES AND RESPONSIBILITIES:

Fundraising

- Collaborate with ED on all aspects of fundraising including MSHI's annual fundraising plan, donor relationships, and work with consultants to increase unrestricted and restricted income and further long-range plans (current individual, corporate, and foundation revenue is about $500,000/yr)
- Secure financial support from individuals, foundations, and corporations
- Manage the implementation of Neon (CRM) including data entry and gift processing
- Create and execute a strategy to sustain a growing base of annual individual donors
- Oversee implementation of fundraising events including annual "Boots and Bow Ties" gala
- Work with Program Director and grant writer to develop and track proposals and reports for all foundation and corporate fundraising
- Must be able to make the 'ask' and tell the unique and compelling story of MSHI
- Lead communications with current and prospective donors and collaborate with the Strategic Communications Manager on all fundraising-related topics.
- Plan and execute annual appeals and other fundraising campaigns throughout the year (with support from ED and other staff)

Leadership

- Share responsibility for promoting and maintaining a positive, inclusive, and progressive organizational culture
- Actively participate in and support operational and strategic planning, policy making, and monitoring risk, operational policies and procedures
- Attend board meetings

As a small nonprofit, we all wear many hats. Other duties may be assigned.

QUALIFICATIONS:

- 4+ years development/fundraising experience with a proven record of donor cultivation and management, grant program management, and successful grant awards
- Strong analytical and problem-solving skills
- Demonstrated experience and/or training in diversity, equity, inclusion and antiracism, change management, and strategic planning
- Experience working with CRMs
- Excellent communication and presentation skills, both verbal and written, with the ability to articulate and align MSHI's mission, vision, and values to donors and donor prospects
- Demonstrated ability to be a self-starter, think strategically, and achieve results in a fast-paced, team-oriented environment
- Outstanding organizational skills, attention to detail, and ability to meet deadlines.
- Proficiency with Microsoft Office Suite including Outlook, Word, Excel, PowerPoint, and Teams
- Ability to work occasional night or weekend events or meetings

ABILITIES: Regular office and computer work is required, as is use of personal vehicle (with travel reimbursement).

WORKING HOURS: This is a full-time, Monday through Friday, position with some weeks exceeding 40 hours. Evening and weekend work will be required occasionally throughout the year, with hours per week varying at times.

LOCATION: MSHI considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Technically, this position is based at MSHI's headquarters in Amboy, Washington, though flexibility and teleworking are part of MSHI's culture. Amboy is a rural community approximately 40-60 minutes from Vancouver/Portland.

BACKGROUND INVESTIGATION: MSHI shall conduct a background investigation prior to making a conditional offer of employment or re-hire. All offers of employment are contingent upon a satisfactory background investigation. The background investigation may include, but is not limited to the following, as permitted by law: social security verification (social security number, date of birth, former addresses); prior employment verification; personal and professional references; education verification; motor vehicle records; and criminal history. The following factors will be considered for applicants with a criminal history: nature of the crime and its relationship to the position; time since the conviction; number (if more than one) of convictions; whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the organization, its employees, volunteers, partners and program participants.

TO APPLY

- Please send a cover letter and resume as attachments to apply@mshinstitute.org with the words "Development Director" in the subject line.
- To learn more about MSHI, visit https://www.mshinstitute.org/