



Development Director

JOB DESCRIPTION

June 2022

Organizational Overview:

43 years ago, a group of caring neighbors bound by a ferocious love for the magic of Jackson Hole founded the Jackson Hole Alliance for Responsible Planning. We've worked as a watchdog to defend Jackson Hole from many things you don't see today, from oil/gas wells in Cache Creek to a grizzly bear theme park to a dam that would have flooded Oxbow Bend.

Now, as the Jackson Hole Conservation Alliance, we believe our valley still needs a local organization with deep roots to address bad ideas that don't align with our community's values. And we believe that if we are to succeed in protecting what we love about Jackson Hole, we must do more than respond to threats: we must empower the whole community to proactively create a better future.

Position Overview

The Development Director leads fundraising and outreach work to sustain our organization and mission. The Development Director will work with the Executive Director and board of directors, with the support of our Development and Communications Coordinator. For most projects (such as events, grants, and blog posts) the Development Director will work with staff in a team environment.

Major Responsibilities

- Track fundraising success against goals and create monthly board reports
- Lead Development Committee meetings monthly and coordinate committee work
- Coordinate outreach to major supporters, working closely with the board and Executive Director
- Plan and execute fundraising campaigns throughout the year
- Coordinate high quality mailings and annual report
- Run a creative and successful Old Bill's campaign
- Coordinate yearly grants calendar and submit applications
- Coordinate cultivation events
- Lead organizational branding
- Supervise Development and Communications Coordinator
- Manage outreach, fundraising, and communications budgets

Qualifications

- At least 2 years previous relevant professional experience in a nonprofit setting
- Demonstrated skills in fundraising development, marketing, and/or sales
- Excellent organizational skills and attention to detail

Protecting the wildlife, wild places, and community character of Jackson Hole.

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- Passion for nonprofit development and willingness to complete a range of tasks related to development and communications
- Experience with fundraising and communications and/or marketing
- Strong communication skills, including excellent writing skills
- Experience managing budgets
- Strong familiarity with social media
- Self-motivated with a demonstrated ability to work independently and as a part of a team
- Previous experience managing staff
- Technically adept with software platforms
- Donor database experience preferred
- Knowledge of the local area is preferred

Compensation: Salary will be dependent on applicant's experience level. The Alliance offers a comprehensive benefits package including 100% employer-paid health, dental, vision, and short-term disability insurance, as well as retirement contributions, vacation and sick days, holidays, and parental leave.

Start Date: Flexible

The Alliance is an equal opportunity employer – we strive to create a welcoming environment for all employees.