

DEVELOPMENT DIRECTOR

Responsible for furthering the mission of **MCT, Inc. (Missoula Children's Theatre and Missoula Community Theatre)** by providing inspired, accountable leadership to a giving program with an emphasis on annual contributions at all levels, major gifts and event planning and management. The person in this position will:

- Plan and oversee the implementation of an annual calendar of effective, diverse fundraising and marketing strategies.
- Design and manage fundraising programs and events.
- Design and manage impactful direct mail appeals.
- Design and manage middle and major giving strategies.
- Maintain and steward current and past donors.
- Cultivate relationships with and solicit new prospects.

This person possesses the ability to multi-task and prioritize effectively with diplomacy, integrity and dependability and is willing to occasionally work outside of office hours to support meaningful donor stewardship and events. In addition to the ability to work tactfully and confidentially with sensitive information, and work independently, a sense of humor is mandatory. This person will also advocate with the public about MCT and the importance of philanthropy to its programs and services. Marketing skills/experience preferred. Salary DOE.

COMMUNICATION & COMPUTER SKILLS

Required: Extensive computer skills, including proficiency with Google Docs or Microsoft Office software. Excellent verbal and written communication skills. CRM experience is also necessary (Patron Manager preferred).

EXPERIENCE

Required: 5 to 7 years or more in non-profit fundraising with an emphasis on individual giving and events planning.

Preferred: Broad based, hands-on, successful non-profit Arts development experience, with working knowledge of how individual giving, major giving, direct mail and all aspects of philanthropy interrelate for the benefit of the donor and the organization. A working knowledge of the Missoula community will be helpful.

EDUCATION

Required: College degree and/or equivalent job experience.

Preferred: Professional educational coursework completed in the development – or related - field.

Please email letter of interest and resume to Victoria Larson, Human Resources Director, MCT, Inc. vlarson@mctinc.org