

## **The Montana World Affairs Council: Job Description – Development Coordinator**

The Montana World Affairs Council (MWAC) is a nonpartisan, nonprofit organization dedicated to fostering global awareness and understanding in Montana's classrooms and communities. Founded in 2000, MWAC has grown in recent years, both expanding and enhancing its activities. We have established ourselves as a critical resource and partner of choice for those seeking a better understanding of three things: global issues – the facts - and how they affect our lives and Montana's economy – the dynamics – and how we can shape those dynamics – the impact. MWAC is one of about 90 members of the World Affairs Councils of America. The Development Coordinator is a new position at MWAC. The successful candidate will oversee development activities and report to MWAC's Executive Director.

### **Responsibilities**

- In close collaboration with the Executive Director, Program Director and MWAC's Development Committee, administer and execute all partnership and fundraising efforts and activities. Specifically:
  - Lead development and execution of an organizational development strategy,
  - Oversee individual partner research, cultivation and solicitation,
  - Oversee regular and special appeals,
  - Oversee MWAC's planned giving facility and any associated campaigns,
  - Identify grant opportunities, and oversee the completion of relevant grants,
  - Identify appropriate strategies to grow and maintain MWAC membership, plan and execute those strategies.
  - Seek and write grants.
- Maintain close relationships with funders to best position MWAC for local/regional grants.
- Lead business partnership efforts for MWAC at the local, state, and national levels.
- Perform research on funding prospects and donor institutions.
- Help plan and stage the ED's, Board's and Development Committee's activities relating to partnerships and gifts.
- Contribute to the annual budget and financial audits/review and regular budget reports to the Board.
- Remain informed on world affairs issues, stay abreast of trends in nonprofit management and philanthropy, attend relevant training
- Make strong contributions to MWAC's team work in areas specified by MWAC's Executive Director and Board of Directors.

These responsibilities are aligned with the following MWAC strategic plan elements:

- Increase the number of partners,
- Increase the number of programs and participants,
- Grow organizational revenue.

### **Qualifications and Experience**

The successful candidate for the Development Coordinator position must possess and demonstrate the following qualities, experience, and competencies:

- A passion for world affairs, coupled with a proven ability to take initiative.
- A Bachelor's degree in a relevant field.
- Strong and demonstrated success as a fundraiser with individuals, foundations, corporations, and government funding.
- Proven and successful grant writing experience.
- Experience with Planned Giving strategies and approaches.
- Experience in nonprofit membership cultivation and maintenance.
- Donor Software proficiency, and an ability to work with generated data points
- Experience in managing a comparable-sized development program.
- Demonstrated interpersonal skills honed within a fast-paced, team-oriented environment, resourceful, flexible, creative, and compassionate
- High-level organizational skills, i.e. managing personnel, financial systems and budgets.
- Excellent written and spoken communication skills and social media savvy.
- Experience in networking and building strategic alliances.
- Cross-cultural experiences and competencies.

### **Benefits**

Benefits and compensation are competitive with Development Coordinators of similar-sized nonprofit organizations in the region. There may be additional incentives provided to recognize and reward strong work. The successful candidate is entitled to paid time off on all US public holidays recognized by the US Federal Government and the State of Montana. MWAC employees can substitute two (2) days from the list of US public holidays to recognize dates pertinent to their personal beliefs. Following a three-month probationary period, the Development Coordinator is entitled to monthly health and communications stipends and an annual professional development allocation.

**To Apply** Please go to <https://www.montanaworldaffairs.org/opportunities> for more information on application.