The Vital Ground Foundation Job Description
Development Associate
(April 2024)

PRIMARY FUNCTION
The Development Associate is responsible for contributing to Vital Ground’s philanthropic programs by 1) managing the Business Partner program, 2) assisting with fundraising and reporting from private foundations, and 3) initiating and managing special events to increase contributors and support general operations, conservation projects and long-term organizational growth.

SPECIFIC DUTIES
Expansion and Cultivation of Vital Ground’s Business Partners Program – collaborate with the Development Director and Development Committee to:
• Cultivate and steward relationships with Vital Ground's existing Business Partners.
• Identify potential new Business Partnerships and subsequent to vetting, selectively establish those new relationships.
• Develop, execute and manage a plan for marketing Vital Ground to business partners in around Glacier and Yellowstone National Parks.
• Manage, track and report all Business Partner activities within Vital Ground’s existing donor database (Little Green Light).

Foundation Fundraising – works with the Development Director to:
• Identify new foundation partners for general operations and conservation projects.
• Write letters of interest and grant applications.
• Track and report on grants received.

Special Events - coordinates with Vital Ground staff and the Development Committee to:
• Manage logistics for fundraising activities and events for donors and Trustees.
• Create and deliver presentations for new audiences.

Miscellaneous
• Brainstorm new and creative fundraising opportunities with Vital Ground staff and Development Committee.
• Partner with zoos to include habitat protection in their programs and fundraising.
• Other duties as assigned by the Development and/or Executive Director.

QUALIFICATIONS
• Baccalaureate degree.
• Minimum of three to five years nonprofit fundraising, communication or other relevant experience.
• Knowledge of nonprofit fundraising principles, techniques and ethics.
• Knowledge and understanding of regional conservation issues and information relevant to the conservation of grizzlies and wildlife habitat.
• Proven ability to produce and execute successful fundraising initiatives.
• Knowledge of, and relationships with, major sources of funding for environmental organizations preferred.
• Excellent written and oral communication, presentation and interpersonal skills.
• Effective planning, research, organizational and time-management skills.
• Skill working with Microsoft Office and donor database management.

CHARACTERISTICS
• A strong land and conservation ethic, with a passion for wildlife and a commitment to the organization’s mission.
• Sound judgment and impeccable ethical standards.
• Self-motivated, results-oriented team player with ability to either lead or support teams as appropriate in different situations.
• Detail oriented with analytical and strategic thinking skills.
• Strong professional presence and ability to interact with individuals from a broad socio-economic spectrum.
• Enjoy working as part of a team, exchanging insights and following up on team members’ input.

WORKING CONDITIONS
• The position is full time and based in Missoula, MT.
• Travel to recruit Vital Ground donors located within the region and occasionally throughout the U.S. as well as some travel to Vital Ground projects (primarily with MT and ID) is required.
• Must be able to work flexible hours and some weekends.

COMPENSATION
• The salary range is $50,000 - $55,000 and offers are commensurate with experience.
• Employer-paid, simplified employee pension program.
• Generous health insurance stipend and employer-paid disability coverage.
• Progressive leave package including paid vacation, sick leave and holiday schedule.

APPLICATION PROCESS
Please send letter, resume and references to Kim Davitt, Development Director, at kdavitt@vitalground.org by June 1, 2024.