



Job Title: Development Director  
Terms: Full-time, salaried with benefits  
Location: Bozeman, MT preferred

**Summary:**

Reporting to the CEO, the Development Director will serve as the primary fundraiser for Casting for Recovery. The Development Director will design, implement, evaluate and refine individual fund development with the goal of securing charitable contributions to support CfR's mission and ensure organizational sustainability. A passion for serving women with breast cancer is required. Casting for Recovery offers a fun, fast-paced work environment with a flexible, team-oriented approach.

**Duties & Responsibilities:**

Serve as the primary fundraiser, identifying, cultivating, soliciting and stewarding individual donors and prospects. Lead the strategy, implementation and evaluation of a comprehensive approach to fund development for CfR. Specific responsibilities include:

- **Team Leadership:**
  - Serve as part of the leadership team, working to ensure organization health and effectiveness.
  - Help identify and address organizational development issues regarding general org health as well as specific fund development.
  - Serve as an organizational ambassador, nurturing community relationships and identifying individuals for major donor cultivation.
  - Work with the CEO and board development committee to support Trustees in fulfilling their fund development goals.
  - In tandem with the Marketing Director, provide general oversight of all organization fund development activities, manage the day to day operations for the development team, and monitor traction and outcomes of strategies and tactics. Manage grant writing staff and oversee grassroots program fundraising.
- **Foster a Culture of Philanthropy**
  - Create a donor-centric culture at CfR that nurtures loyalty through comprehensive relationship-building, cultivation and communications.
  - Coach board members, staff and volunteers in this culture and how to identify, cultivate and solicit charitable gifts.
- **Fundraising Strategy**
  - Design and assure implementation of cost-effective fund development programs and campaigns.
  - Assure development of a balanced funding mix of donor sources and revenue streams that will attract, retain and motivate donors and fundraisers.
  - Design and implement a fundraising plan including goal setting, strategy identification, benchmarking and evaluation.

**Qualifications:**

- Bachelor's degree; at least 7 years fundraising experience in a professional position.
- Membership in a professional fundraising association or CFRE certification preferred.
- Demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.
- Demonstrated success managing grassroots fundraising campaigns and volunteer fundraising efforts.

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations and other funding sources.
- Demonstrated ability in planning and implementing long and short range development initiatives, such as capital campaigns and donation drives.
- Exceptional interpersonal skills and the ability to interact effectively with prospects, donors, and volunteers in a wide range of roles.
- CRM database management experience required.
- Demonstrated excellence in written/verbal communication, relationship management and administrative skills.
- Must be highly organized, team oriented, self-motivated, innovative, and willing to embrace change.
- Demonstrated proficiency across technical platforms including MS Office Suite, GoogleApps for Work, and digital fundraising software programs.

Casting for Recovery is an Equal Opportunity Employer which does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, ethnicity, marital or familial status, disability, sexual orientation or military status, in any of its activities or operations.

To apply, please submit a cover letter and resume by email to [faye.nelson@castingforrecovery.org](mailto:faye.nelson@castingforrecovery.org).