

**JOB ANNOUNCEMENT
CDKC Development Director**

Opening Date: June 1, 2017

Open until filled (First Review 6/20/2017)

Starting salary dependent upon Education & Experience/Fringe Benefits/Twelve Month Position

SUBMIT COVER LETTER AND RESUME TO

Selection Committee (DevDir)
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

Primary Function

Serve as Development Director for the Foundation Fund Board by managing annual fund, cultivating agency relationships with major donors, corporate and foundation funders and overseeing fund raising events

Managing donor database and accounting systems, oversight of accounts receivable and payable, maintaining compliance with funding requirements, and sound management

Personnel management of staff (hiring and retaining)

Serve as a spokesperson for the organization representing the Foundation Fund Board among stakeholders, agency partners, funders and media

Conducts or reviews research on prospective donors; develops and recommends approach strategy including setting dollar and/or participation goals

Works closely with accounts to develop plans, set goals, monitor activities, identify problems and prepare action plans to resolve problems; prepares regular progress reports and overall evaluations

Ensures organizational sustainability through fiscal management and fundraising activities and ensures mission driven high quality programming

Reports to the CDKC Foundation Fund Board

Duties and Responsibilities

Develop and implement an overall campaign plan

Oversees' all aspects of the campaign

Responsible for establishing and maintaining strong collaborative working relationship with the community leaders, partner agencies, donors and funders

Establishes and executes a strategic plan with goals and objectives

Develop an annual budget and manage capital needs for campaign

Develop and manage financial procedures

Cultivating and managing relationships with the board, staff, external partners and community leaders

Ensure compliance with agency policies and procedures as well as compliance with reporting requirements

Qualifications and requirements

Master's Degree preferred

Bachelor's Degree with 3-4 years of experience equivalent to Master's

Supervisory experience 2-3 years

Excellent analytical, organizational and time management skills

Must have the ability to coordinate and direct the work of others'

Must be level-headed and have good interpersonal skills