



## Development Director

The Montana Democratic Party is accepting applications for the full-time Development Director position to begin immediately the position based in Helena, MT.

### **Job Description**

The Montana Democratic Party's (MDP) Development Director works collaboratively with the Operations Director, reports directly to the Executive Director and is responsible for the overall financial health of MDP along with the Operations Director and Executive Director. The Director must be detail oriented, organized, and takes initiative. A wide variety of tasks fall under this position and the Director must be committed to ambitious fundraising goals, strategy, and support of MDP mission.

### **RESPONSIBILITIES**

- Create and implement a successful fundraising plan
- Plan and execute annual dinner of 1000+ attendees
- Handle fundraising, logistics and materials for annual convention
- Manage personal appeals call for Executive Director, MDP staff, and surrogates
- Coordinate digital fundraising consultant with MDP team
- Coordinate telemarketing firm
- Write and execute direct mail appeals
- Plan and execute fundraising events
- Handle logistics and materials for board meetings
- Coordinate non-fundraising events, travel, and other logistics as needed
- Organize grassroots network with MDP team
- Staff the Executive Director and travel as needed
- Other duties as assigned

### **Compensation:**

Compensation commensurate with experience. MDP offers a generous paid health insurance plan and travel compensation.

### **How to Apply:**

To apply, please submit a cover letter with the names of three references and a resume, to Sheila Hogan, MDP executive director (sheila@montanademocrats.org). Applications will be accepted until the position is filled. Incomplete applications will not be considered.