**Development Director**

June 2025

# Are you a passionate, experienced fundraising professional with a heart for community service and strategic leadership? Missoula Aging Services (MAS), a 2025 recipient of the JSEC Employer of Choice award, is seeking a dynamic Development Director to lead our fundraising and marketing efforts in support of our mission to promote the independence, dignity, and health of older adults and those who care for them.

As the Development Director, you will serve as a vital member of our Leadership Team, working closely with the CEO, Governing Board, and staff to implement a comprehensive fundraising and marketing strategy. This is a unique opportunity to help shape the future of aging services in Western Montana while fostering a culture of philanthropy, collaboration, and community engagement.

# Enjoy having your nights and weekends available to do what you like! The hours for this full-time, 40-hours-per-week position on our Development and Communications (Dev/Com) Team are Monday through Friday, from 8 AM to 5 PM. The starting salary for this exempt, fully benefited position is $82,500- $86,000 annually, depending on experience and qualifications. Occasional use of a personal vehicle and travel within the Missoula community and surrounding area is required. You must maintain a valid MT driver’s license and vehicle insurance as required by MT state law.

**Instant job satisfaction in knowing your work is supporting the lives of local older adults.** The Development Director at Missoula Aging Services is responsible for developing, implementing, managing, planning, directing, and coordinating fundraising activities and overseeing the department's marketing activities. The Development Director identifies and implements donor cultivation and solicitation strategies while working closely with Missoula Aging Services (MAS) Management, Governing Board, Staff, and Volunteers.

**Key Responsibilities and Qualifications:**

1. Design and lead annual fundraising strategies including donor prospecting, cultivation and solicitation, annual campaigns, major gifts, online giving, special events, capital campaigns, planned giving, and grant writing.
2. Develop and manage marketing initiatives, ensuring alignment with MAS’ mission and goals.
3. Oversee donor management systems and analytics to drive results and engagement.
4. Maintain portfolio of major donors, meeting and exceeding metrics related to donor visits and proposals, as set by the CEO.
5. Collaborate with program directors, grant writers, and the CFO on grant acquisition, compliance, and reporting.
6. Supervise and support development staff and volunteers.
7. Represent MAS in the community, fostering meaningful relationships with donors, partners, and stakeholders.
8. Serve as a strategic thought partner on the Leadership Team, contributing to agency-wide planning and decision-making.
9. Proven ability to secure major gifts and manage comprehensive development campaigns.
10. Strong skills in marketing, public relations, donor database management, and digital fundraising.
11. Excellent interpersonal, communication, leadership, and project management skills.
12. Familiarity with aging issues and services is a plus.

The preferred knowledge, skills and abilities described below are typically acquired through a relevant bachelor’s degree (e.g., public administration, non-profit management, business administration, communications, marketing) and 7 years of progressively responsible fundraising and donor management experience *OR* a suitable combination of education and experience. Volunteer work may be considered in evaluating work experience. Certified Fund-Raising Executive (CRFE) designation preferred.

Qualified candidates must submit a **cover letter and resume** to be considered.

**For more information or to apply directly:**

Visit the Missoula Aging Services website – <https://missoulaagingservices.org>

* Click on “About Us - Careers” (top of page)

Submit your cover letter and resume to:

hr@missoulaagingservices.org

**Benefits:**

* Missoula Aging Services is part of Missoula County’s benefits plan, providing excellent health, dental, vision, group life & long-term disability insurance (available first of the month following 60 days after hire).
* Paid Time Off, Holidays & Paid Extended Leave
* Retirement (with employer contributions after one year of service)
* Employee Assistance Program (EAP)
* HSA/Flex
* Wellness Plan
* Flexible Scheduling

Missoula Aging Services is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics. Please advise us if accommodation is needed to participate in the application or interview process.

**MISSION**

Missoula Aging Services promotes the independence, dignity, and health of older adults and those who care for them.

## **VISION**

Missoula Aging Services is the voice of older adults. We provide programs and services in our communities, empowering people to age with confidence and without fear.

**VALUES**

**To make our mission and vision a reality, we practice the following:**

* In working with each other and the community, we follow our Guiding Principles and core values which are Integrity, Communication, Accountability, Respect and Safety.

**To support our mission:**

* We are person-centered in working with our clients.
* We respect a person’s autonomy within their capacity to remain independent.
* We believe that diversified funding creates a healthy and sustainable organization.
* We recognize the value of services we provide to aging adults, to veterans and to people with disabilities.
* We determine what and when services should be fee for service based on established criteria.
* We listen first. We believe that hearing from the people guides our direction.
* We are respectful in our communication and our behaviors – individually and collectively.
* We recognize that lack of awareness can lead to underserved aging adults.
* We believe that collaborative strategies can result in effective and efficient efforts and partnerships.
* We believe that volunteering provides a positive experience for the volunteers and those we serve.
* We honor and value our volunteers, respect their wisdom, experience, and engagement.
* MAS volunteers and clients are excited, enriched and valued through community service opportunities.

**WELCOME STATEMENT**

Missoula Aging Services is dedicated to creating a workplace where everyone feels valued, supported, and empowered to thrive. We welcome and respect all individuals, fostering a culture that promotes access, opportunity, and a deep sense of belonging. Through ongoing learning and professional development, we strive to cultivate an environment where all staff can contribute their unique perspectives and talents, strengthening our collective impact and advancing our mission.