



**Director of Development**  
**Base rate: \$89,000**  
**Status: Full-time, Regular, Exempt**

## **General Overview**

North Valley Food Bank (NVFB) is a food pantry and regional food access hub serving communities across Northwest Montana. We believe that food is a basic human right, and access to it a shared responsibility rooted in community.

Every week, more than 1,300 neighbors shop at our free grocery store in Whitefish or visit mobile pantries across Flathead and Lincoln Counties. NVFB also delivers food to rural pantry partners in eight communities, reaching from Yaak to Browning and from Eureka to Bigfork.

We are currently in an exciting chapter of strategic investment and organizational growth as we begin a new 3-year strategic plan. NVFB is seeking a dynamic, relationship-driven fundraising leader who can deepen community partnerships, expand philanthropic investment, and help grow annual revenue through individual giving, grants, corporate partnerships, campaigns, and planned giving.

This position offers the opportunity to shape the future of food access in Northwest Montana.

## **Position Overview**

The Director of Development is a key member of NVFB's leadership team and leads the organization's fundraising, donor engagement, stewardship, and community-centered communications strategy. Reporting directly to the Executive Director, this role is responsible for building authentic relationships and securing philanthropic investments that sustain and grow NVFB's mission and long-term strategic vision.

The Director of Development oversees annual fundraising strategy, major donor engagement, campaigns, donor communications, institutional giving and stewardship systems while helping cultivate a culture of philanthropy across staff, board, volunteers, and community partners. The ideal candidate is both highly relational and strategic. They can inspire generosity through authentic storytelling while also confidently managing a sophisticated fundraising portfolio and ambitious revenue goals. This person should bring demonstrated success securing major gifts, growing donor pipelines, managing campaigns, and building long-term donor relationships that lead to transformational giving and sustained community investment.

This role is ideal for a development professional excited to help lead a growing organization with strong community trust, increasing regional visibility, and significant opportunities for philanthropic growth.

## **Core Responsibilities**

### **Fundraising Leadership and Revenue Growth**

- Lead development and implementation of NVFB's annual fundraising plan and long-term philanthropic growth strategy with responsibility for helping achieve and sustain more than \$1.5M in annual contributed revenue
- Manage annual giving campaigns, including year-end giving, Great Fish Community Challenge, monthly giving, and emerging planned giving efforts
- Build and steward relationships with individual donors, major donors, corporate partners, foundations, and community supporters
- Develop systematic and personalized donor engagement and stewardship strategies that deepen long-term relationships and increase donor retention and giving levels

- Partner closely with the Executive Director on donor strategy, prospect management, campaign planning, and high-level relationship building
- Help foster a culture of fundraising rooted in transparency, dignity, collaboration, gratitude, and shared purpose

### **Major Gifts and Community Engagement**

- Identify, cultivate, solicit, and steward major donor prospects and philanthropic partners
- Coordinate meaningful donor touchpoints throughout the year including tours, gratitude calls, events, handwritten notes, and impact communications
- Serve as a visible ambassador for NVFB within the community and fundraising landscape across Northwest Montana
- Collaborate with the Board of Directors and Development Committee to strengthen board fundraising engagement and donor outreach
- Support board members, volunteers, and staff in participating meaningfully in donor stewardship and relationship-building activities, including stewardship calls, tours, events, and donor outreach

### **Grants and Institutional Giving**

- Together with the Executive Director, manage grant calendar and portfolio, including research, writing, reporting, and relationship management
- Collaborate with program and leadership staff to gather stories, data, and outcomes for grant proposals and reports
- Maintain strong relationships with foundation and institutional partners

### **Communications and Storytelling**

- Oversee donor-facing communications including appeals, newsletters, email campaigns, stewardship materials, and campaign messaging
- Elevate stories that reflect dignity, community care, and the interconnectedness of Northwest Montana
- Support public awareness of food insecurity, food access, and community-led solutions through storytelling and outreach

### **Data, Strategy and Operational Support**

- Oversee donor CRM management and support strong data integrity practices within Bloomerang
- Track fundraising performance, donor engagement metrics, and campaign outcomes
- Develop systems that support strategic donor segmentation, stewardship tracking, and long-term relationship management
- Support strategic planning and organizational leadership initiatives alongside the management team
- Assist with community events, operational support needs, and emergency response efforts as needed

### **Qualifications**

- Passion for North Valley Food Bank's mission and commitment to dignity-centered, community-powered work
- 5+ years of demonstrated fundraising success, including experience securing and stewarding major gifts
- 3+ years in a supervisory or managerial role
- Proven track record of achieving ambitious fundraising goals and growing contributed revenue, including experience growing donor portfolios in excess of 1M annually
- Experience managing donor portfolios and cultivating high-capacity donors
- Exceptional relationship-building skills and the ability to connect authentically with diverse audiences
- Excellent written and verbal communication skills, including the ability to create powerful, compelling written

and oral communications for fundraising

- Familiarity with or willingness to learn responsible and ethical use of AI tools for fundraising
- Strong project management and organizational skills with the ability to manage multiple priorities and timelines
- Collaborative leadership style with the ability to work across teams and build strong internal partnerships
- Familiarity with donor CRM systems such as Bloomerang or similar platforms preferred
- Experience working with nonprofit boards, fundraising committees, or campaign leadership preferred
- Ability to work with a diverse group of individuals in a compassionate manner; recognition of diversity in gender, race, culture, and other differences, actively seeking to understand new perspectives in support of a healthy and vibrant organization
- Commitment to equity, inclusion, and community-centered engagement

### **Expected Work Schedule/Location**

This is a full-time position with a core schedule Monday - Friday, generally between the hours of 7AM and 6PM with some variation for special events. The position will work on-site at North Valley Food Bank in Whitefish with the flexibility to work from home for up to two days per week.

### **Benefits**

- 12 paid holidays(plus the last week of the year off), 13 days of paid annual leave, 12 days of paid sick leave
- Employer paid health insurance after 60-day probation period
- Employer paid short- and long-term disability insurance after 60-day probation period

### **Hiring Details**

Please submit a Letter of Interest, Resume, and three Professional References to Sophie Albert, Executive Director at [sophie@northvalleyfoodbank.org](mailto:sophie@northvalleyfoodbank.org). Complete packets only, please.

The position is open until filled. Applications will be reviewed on a rolling basis.

For questions about the position or application process, email Sophie Albert at [sophie@northvalleyfoodbank.org](mailto:sophie@northvalleyfoodbank.org) or call 406-862-5863. Applicants may submit a written request for any accommodation needed to participate in the application and selection process. North Valley Food Bank will consider any reasonable accommodation.