



# haven

**DIRECTOR OF PHILANTHROPY | BOZEMAN, MT**  
**POSITION PROFILE**

# About Haven



Haven, the Gallatin Valley nonprofit serving survivors of domestic violence, sexual assault, sex trafficking, and stalking, seeks a Director of Philanthropy to build meaningful relationships with our donors and ensure the organization's fiscal sustainability. This position will work in close partnership with Haven's Associate Director of Philanthropy, who manages all development operations and supervises Haven's Grant Writer and Coordinator and Events Coordinator. With a 40+ year history of providing high-quality services and support for survivors of relationship violence, Haven recently entered a new stage as an organization with the completion of its \$8 million capital campaign and opening of its new shelter and community center, The Barnard Center. Haven has a strong track record of growing its fundraising program and, in turn, expanding its impact. Haven's core values guide all the work we do. Those values are **access, equity, growth, empowerment, connection, and integrity.**



# THE OPPORTUNITY

If you are a development professional with a can-do attitude and a passion for building relationships, this could be the job for you. This job will bring joy to the candidate who is a true “out-the-door” fundraiser with a strategic mindset. Haven offers a supportive culture with a 36-hour work week and flexible schedules. The successful candidate will have the opportunity to have a substantial impact on the Gallatin Valley community and work in an environment that promotes balance and well-being.



## POSITION SUMMARY



Haven is seeking a highly motivated nonprofit philanthropy director who will work under the direction of Haven’s Executive Director to implement the Board of Directors’ priorities, leading Haven toward achieving its mission. This individual will be crucial in fundraising efforts to ensure Haven’s financial sustainability, growth, and mission impact scaling. The candidate should possess exceptional relationship-building skills, comfort in a forward-facing donor engagement role, a strong understanding of donor/partner cultivation and management, and a proven track record in managing/building a donor portfolio, and developing and implementing successful fundraising strategies and systems.

# Key Responsibilities

## FUNDRAISING (75%)

- Maintain a portfolio of 200+ individual and corporate donors
- Meet an annual goal of \$1 million+ in individual and corporate giving
- Secure new funding sources to ensure the organization's sustainability
- Design and execute an annual development plan to raise the funds for Haven's operating budget each year
- Implement Haven's strong donor stewardship program to increase donor engagement, loyalty, and retention
- Support the Executive Director's major gift work by partnering on strategy and developing and writing proposals
- Manage the major gifts program for Haven, including documentation, metrics, prospect pipeline, new donor tracking, and Board introductions
- Design, lead, and collaborate with staff, Board of Directors, and Development Committee to create and complete an endowment campaign

## ORGANIZATIONAL LEADERSHIP (25%)

- Serve on Haven's Leadership Team
- Evaluate external feedback from the community to inform development strategy
- Mentor and support the Board of Directors in fundraising work
- Represent the Development Team at Board, Development Committee, and task force meetings and provide information as requested

## OTHER

- Other duties as requested by the Executive Director





# Qualifications

- Bachelor's degree. Degrees best suited to this position include public relations, business, marketing, and nonprofit management.
- At least 5-7 years of fundraising experience
- Strong understanding of how to build an endowment
- Enthusiasm for and a positive representation of the mission of Haven
- Strong interpersonal and writing skills
- Ability to lead and motivate staff, board members, and volunteers
- Experience working with a Board of Directors
- Display of positive attitude, show concern for people and the community, demonstrate presence, self-confidence, common sense, and good listening abilities
- Passion for building relationships with new and existing donors
- Ability to meet with 12-15 donors per month
- Track record of successfully soliciting gifts of \$25,000 and above

# SALARY, HOURS, AND BENEFITS

This is a full-time, salaried position, exempt from overtime. Some evening and weekend work will be required. There is a 12-month probation period for this position as per the Montana Wrongful Discharge of Employment Act.

The range for this position is (\$95,000-\$102,000) with the opportunity for a bonus after the first year. Haven offers a 3% retirement match after the first year of employment; 100% of the employee's health, vision, and dental insurance coverage; a monthly wellness stipend; a 36-hour work week; and generous paid time off. Employment is contingent upon successful completion of a background check.



## HOW TO APPLY

Haven has retained the services of ThinkingAhead Executive Search. Please submit your resume and expression of interest to: Dan Kuhar, Partner Recruiter at [dkuhar@thinkingahead.com](mailto:dkuhar@thinkingahead.com).

*Haven strives for a fully inclusive work environment and provides equal opportunities for all employees and applicants without regard to race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.*