

PARK COUNTY COMMUNITY FOUNDATION

Organization: Park County Community Foundation

Job Title: Philanthropy Director

Location: Livingston, MT

Reports To: Executive Director

Position Type: Full-Time, exempt

Compensation: \$85,000-\$95,000 annual salary commensurate with experience, annual performance bonus, competitive benefits package, and flexible office hours/work schedule.

Park County Community Foundation:

The Park County Community Foundation seeks a highly motivated and experienced Philanthropy Director to lead all development and philanthropic activity within a growing, dynamic, nimble, and collaborative organization. With an active donor base of high-capacity supporters, an asset base of \$15 million, and aspirations to increase assets to over \$25 million by 2030, this position provides the right candidate the ability to shape the future direction of the organization. Based in Livingston, MT, nestled along the banks of the Yellowstone River and 30 minutes from Bozeman, MT, Park County offers the opportunity to live, work, and play in Yellowstone National Park's backyard.

The Park County Community Foundation works to inspire philanthropic investment and leadership to cultivate resilient communities. We believe many of Park County's challenges can be solved through mutual understanding, better cooperation, and a robust culture of philanthropy. Since 2005, the Park County Community Foundation has granted more than \$15 million to people and nonprofits locally.

Philanthropy Director:

The Philanthropy Director is a key leadership position playing a pivotal role in driving the growth and sustainability of the organization by leading all fundraising efforts. The successful candidate will be a seasoned development professional with a passion for philanthropy and a strong track record of securing major gifts for nonprofit organizations. Top-line responsibilities include being a member of the PCCF leadership team, fundraising strategy, major donor engagement and stewardship, endowment building, planned giving, and special purpose funds.

Qualifications:

- Passion for the mission and values of the Park County Community Foundation.
- Minimum of five years of experience in philanthropy, or a similar position with transferable skills, with a focus on major donor fundraising, planned giving, endowment, and special purpose funds.
- Proven track record of major donor fundraising of six- and seven-figure gifts.
- Excellent written, interpersonal, communication, and relationship-building skills.
- Strong leadership and team management skills.
- Ability to work independently and collaboratively with a diverse team.
- Proficiency in fundraising software and donor management systems.
- Flexibility to work occasional evenings or weekends as needed.

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How to Apply: Interested candidates should submit their resume, cover letter, and list of references to Gavin Clark at gavin.clark@pccf-montana.org. Applications will be accepted on a rolling basis until the position is filled.

The Park County Community Foundation is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds to apply.

Note: This job description is intended as a general guide and may be subject to change to meet the evolving needs of the organization.