



April 15, 2017  
Development Director  
The Traveling School  
30-40 hours per week

### **About The Traveling School**

The Traveling School (TTS) offers specialized high school courses for academically motivated students, overseas travel to extraordinary destinations, and outdoor adventure to young women ages 15-18 for academic credit at their home high schools. TTS faculty and staff seek to enrich the lives of teenage girls with an enduring semester long educational experience while producing future global leaders. TTS is a tax exempt non-profit semester school established in 2000 and located in Bozeman, Montana.

### **Position Overview**

The Traveling School seeks a Development Director who will report to and work in partnership with the Executive Director. The Development Director is responsible for planning, organizing, and directing all The Traveling School's fundraising including, major giving, annual giving, special events and campaigns. The right person will believe in our mission to empower young women academically, physically, and culturally through an experiential overseas high school semester. With that passion, the Development Director will strengthen our organization by successfully engaging with donors, alumnae, parents, and new funding partners as we move toward building an endowment for the future. We offer a competitive compensation and benefits package including health insurance, retirement, sick and personal leave.

### **Job Requirements:**

#### **General Responsibilities:**

- Enthusiasm for and positive representation of The Traveling School's mission and vision, values, goals, and culture
- Assist administrative team in setting short and long-term strategic goals for TTS
- Oversee budget for marketing, alumnae relations and development
- Must maintain professionalism and confidentiality

#### **Development/Fundraising:**

- Expand our donor base and successfully cultivate major donors and foundations to raise money for general operations and financial aid
- Oversee major gift program and strategy, using successful cultivation and solicitation strategies for donors and prospects qualified to give \$1,000, \$5,000, \$10,000+

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*The Traveling School empowers young women academically, physically, and culturally through an experiential overseas high school semester.*

- Oversee writing and creation of appeal letters, email appeals, annual impact report, etc.
- Coordinate foundation giving/relationships and grant writing
- Design and implement a future endowment campaign
- Oversee donor tracking, appreciation, acknowledgement, and relationship maintenance/building
- Ensure organization's compliance under State and Federal fundraising regulations
- Develop and work with staff to create promotional materials to establish and maintain an image consistent with TTS mission through events
- Oversee and implement fundraising events

### **Qualifications**

- Successful fundraising and grant writing experience preferably in a nonprofit setting
- Strong interpersonal and writing skills
- Attention to detail and ability to meet deadlines
- Display a positive attitude, show concern for people and community, demonstrate self-confidence, common sense and good listening ability
- Proficiency with technology, MS Office, WordPress (or equivalent), Constant Contact, MailChimp (or equivalent) and donor database applications (Little Green Light)
- Present organized proposals in one-on-one and group settings
- Certification in Fundraising Management or Certified Fund Raising Executive (CFRE) designation

### **Minimum Qualifications**

- Bachelor's degree with at least three years' professional experience required, preferably with training in business, sales and marketing or other related disciplines

### **Working Conditions**

- The Development Director works in an office environment and typically works a standard work week
- The Development Director may be required to work evenings and weekends during major campaigns and special events
- The Development Director may travel up to three weeks a year in and out of state

To apply submit a resume, cover letter, and three professional references through online portal at <http://www.travelingschool.com/about/employment>. In your application, please tell us why you are interested in working with the Traveling School and why your support TTS' vision and mission and include examples of your related.

Applications accepted through May 15th, 2017.