About the Great Burn Conservation Alliance
The Great Burn Conservation Alliance (GBCA), a non-profit conservation organization founded in 1971, works to permanently protect wildlands in the northern Bitterroot mountains in western Montana and northern Idaho through advocacy, collaboration, and on the ground stewardship. The GBCA focuses on the preservation of a well-defined land base, leverages its modest resources thoughtfully, and invests in projects with successful results. GBCA works hard to develop and support protective land management policies that preserve the wild and remote character, wildlife habitat, ecological integrity, and wilderness potential for lands within the GBCA mission area. Learn more about the Great Burn Conservation Alliance at www.greatburn.org

Position Overview
The Development and Advocacy Director serves as a primary spokesperson, active policy advocate, and lead fundraiser for the Great Burn Conservation Alliance. This individual works closely with the Stewardship and Outreach Director in the operation of GBCA's programs and strategic initiatives. Key duties include fundraising, building community support to achieve conservation objectives, influencing Forest Service policy and land management planning, and providing administrative and financial oversight. The Development and Advocacy Director reports directly to the Board of Directors. The GBCA is a small, cooperative organization in which there is a vast potential for growth. Our founder and long-time executive director retired recently, providing us with the opportunity to restructure our organization. As the Development and Advocacy Director helps the GBCA succeed, we see the potential for the right candidate to grow into the role of an Executive Director with a commensurate increase in compensation.

This position is based in Missoula, MT, where a river runs through it, mountains surround it, there's a craft brewery on every corner, and you can enjoy your backyard public lands all four seasons.

Responsibilities
I. Development and Fundraising: Expand the financial base of the GBCA, pursuing philanthropic funding sources and other creative sources of revenue for the organization.

• Lead fundraising efforts in conjunction with the Board, contractors, and staff.
• Develop and implement annual fundraising calendar to ensure budget revenue goals are achieved.
• Diversify funding sources to further financial sustainability.
• Build and maintain relationships with partner organizations, agencies, elected officials, major donors and foundations.
• Manage a solicitation process, including strategy development and direct mail (and email) appeals to identify, cultivate and solicit funds from individual donors.
• Develop and maintain regular (positive) communication with foundations and institutional donors about our program activities through timely grant reports and formal as well as informal communications. Write successful grant applications.
• Travel to advance our advocacy and development work and meet with individual, corporate and foundation partners. Travel may be necessary up to 3—4 times a month.
II. Public Lands Advocacy: Advance forest policy in a manner that maintains the wild characteristics of the Great Burn and works towards future legislative protection.

- Engage forest planning on the Nez Perce-Clearwater and Lolo National Forests.
- Participate in forest collaboratives within the GBCA mission area.
- Activate grassroots support for policies that support the wild characteristics of the Great Burn mission area.
- Expand partnerships with organizations that support policies that maintain the wild characteristics of the Great Burn mission area.
- Advocate for policies that advance protection of the Great Burn through interviews, editorials, letters to the editor, and other active outreach methods.
- Provide guidance and advice regarding status of natural resource land protection efforts in the mission area, including potential litigation.
- Work to successfully advocate for permanent protection of lands within the GBCA mission area.

III. Leadership: Lead the evolution and implementation of the GBCA’s organizational mission and strategic priorities to ensure the long-term protection of lands within the GBCA mission area.

- Provide direction and guidance in development of GBCA’s public lands advocacy
- Develop and maintain positive working relationships with Montana and Idaho’s Congressional delegations and federal agencies, as well as these state’s political, conservation, business, natural resource agencies, county commissioners, and tribal leadership.
- Serve as GBCA’s spokesperson to agencies, organizations, and other key constituencies

IV. Financial Management & Reporting: Work with GBCA accountant to ensure the sound financial management of all operations at GBCA, including compliance with all federal, state, and non-profit policies.

- Work with accountant to prepare GBCA’s annual budget and operational plan.
- Monitor budgets in coordination with the accountant to ensure that adequate funds are available to permit the organization to execute annual work plans.

V. Board Support: Develop a vibrant future by continuing to cultivate, expand and make the best use of the GBCA’s Board of Directors, volunteer leaders, and staff.

- Attend Board and committee meetings including preparing reports and materials and communicating with the Board between meetings.
- Work with the Board to identify and cultivate passionate potential Board members
- Alert the board to new information, change of direction, and emerging issues

Essential Qualifications (Or ‘Must Haves’)

- Demonstrated strong oral and written communication skills. Ability to write detailed grants, briefing papers, editorials, campaign plans, grant reports, and donor letters. Ability to speak publicly at meetings with collaboratives, agencies, political constituencies and donor/volunteer events.
- Capacity to lead, inspire and mobilize people—particularly donors, conservation partners, volunteers, and community-based groups—in advancing GBCA’s mission.
- A strong passion for wild areas like the Great Burn and commitment to their protection.
- An ability to work cooperatively in a small office setting with little administrative support.
- Ability to mobilize and manage member and volunteer events.
- Ability to work with residents of small, resource-dependent communities in the rural west.
- Proficiency in the use of office software and other technology and programs, including social media and web-based platforms.
Additional Desirable Qualifications

- Demonstrated record of accomplishment and desire to lead a comprehensive fundraising program, including major donor development, foundation solicitation, grant writing and other revenue generating programs.
- Familiarity with fundamental concepts of land and water conservation, wilderness, public lands management, and ecosystems integrity.
- A solid grasp of how federal agencies work and a demonstrated ability to create a lasting, cooperative relationship with them.
- A commitment to working across state lines and reaching out to people and groups who appreciate the wilderness that this vast recommended Wilderness offers.
- Experience working as a volunteer for or board member or employee of a nonprofit organization, particularly one with a conservation mission.

Compensation: $42,000 to $47,000 salary for this full time position, in addition to a generous leave package, relocation assistance, and training opportunities.

To Apply:
Applications will be reviewed as they are received and will be accepted until April 3, 2020. We are eager to fill this position and anticipate moving swiftly to bring our new team member on board. Come grow with us! Applicants must provide the following materials in electronic PDF format.
- Cover letter, no more than 1 page in length
- Resume
- Three references (using the attached form on the next page)

Send application materials to board@greatburn.org or to 2825 Stockyard Road Suite A7, Missoula, MT 59808.

If you have questions about the position or the application, please email us. Thank you for applying!

The Great Burn Conservation Alliance is an equal opportunity employer and welcomes a diverse pool of candidates in this search.
## References for: ____________________________ (Your name)

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*If using a former supervisor, peer, or colleague, the relationship needs to have occurred during the past five years.

Please return this form, along with your cover letter and resume to board@greatburn.org or to 2825 Stockyard Road Suite A7, Missoula, MT 59808.

Thanks for your interest in joining the Great Burn Conservation Alliance team.