



8690 Wolff Ct., Suite 200
Westminster, CO 80031



1330 Capital Blvd.
Reno, NV 89502

National Bison Association Seeks a Director of Development

The National Bison Association, a 501(c)(5) non-profit organization representing 1,100 producers, marketers, and bison enthusiasts, and the National Buffalo Foundation, a public 501(c)(3) educational and charitable organization, are jointly seeking a Director of Development.

The vision of the National Bison Association is to restore one million bison to North America in a manner that respects the integrity of the species, strengthens the economic viability of producers and rural communities, sustains the cultural health Native Americans, and contributes to regenerative health of ecosystems. The National Buffalo Foundation provides leadership by creating and strengthening partnerships to proactively enhance the future of the bison.

We are looking for a Director of Development who is motivated by our joint vision and who can build relationships with members of the association, cultivating their support for specific initiatives, including exhibits, education programs, and bison health studies. In addition, we are expecting this position to lead the expansion our fundraising from corporations, foundations, and individuals.

Core Responsibilities

Strategic Development:

- Refines and implements a fundraising strategy that is in line with the overall missions and strategic plans of the organizations
- Coordinates with the Director of the Center of Excellence for Bison Studies to identify the funding needs for priority research and outreach projects.
- Identifies opportunities to increase NBA membership, and coordinates with staff to develop plans to accomplish that goal.
- Collaborates with the NBA Communications Director in creating communications streams that serve fundraising and membership.

Implementation:

- Leads efforts to raise funds from grant-making foundations through identification of prospects, cultivation of prospects and donors, and submitting grant proposals and reports.
- Works with the NBA Executive and Assistant Directors to secure grants from non-federal and federal sources.

- Coordinates the cultivation and solicitation of individuals and works with the Board of Directors', volunteers, and NBA staff to build relationships with individual donors.
- Leads the effort to build relationships with corporations in order to raise the profile of the organizations and gain increased support.

Required Experience:

- Minimum four-years of experience in fundraising development.
- Demonstrated success in cultivating and soliciting individuals, corporations, and/or foundations for fundraising.
- Demonstrated success in working as a member of a team and developing effective working relationships with staff, volunteers, and donors.
- Excellent communication skills.
- Experience working in a donor database or CRM system.

Desired Skills and Abilities:

- Strong commitment to our work and joint vision.
- Ability to work to manage deadlines and prioritize workloads.
- Superior presentation ability and interpersonal skills, including excellent written and oral communication skills.
- Demonstrated attention to detail.

Reporting Structure and Compensation

This position will report to the Executive Director of the National Bison Association (NBA) and will work collaboratively with the NBA Assistant Director and the Chairperson of the National Buffalo Foundation (NBF) to develop funds to support the work of the NBA and NBF.

This is a full-time regular, exempt position with an excellent benefits package. Employment includes health insurance, 401(k), vacation time and paid sick leave. Salary range is \$50,000-60,000 based on experience.

The National Bison Association and the National Buffalo Foundation teams have always worked virtually and this position will be expected to do the same. Some in-person evenings and weekend hours may be required in the future for in-person events and conferences as necessary.

How to Apply

Please send resume, cover letter, three references, and writing sample to Dave Carter at dcarter@bisoncentral.com (include "Director of Development" in the subject line)

The National Bison Association is an Equal Opportunity Employer