



## Job Description

**Title:** Program Development Officer - Part Time  
**Supervisor:** Executive Director  
**Location:** Washington, DC

### Summary of Position

The Mountain Institute (TMI) is seeking an energetic and enthusiastic Program Development Officer with a passion for mountain environments and peoples to work in our Washington, DC headquarters. S/he will be committed to enabling the Institute to develop and implement solutions for the environmental, social, economic, and cultural issues confronting mountain regions around the world.

This position will be charged with leading and managing (i) foundation, agency, and corporate fundraising for programs; (ii) maintaining and strengthening partnerships with key stakeholders of relevance to TMI's mission; (iii) carrying out special projects and initiatives; and (iv) otherwise assisting the Executive Director, other senior staff and TMI's board in carrying out their fundraising-related duties.

### Institutional Background

For over 45 years, The Mountain Institute has delivered practical and tangible solutions for mountain regions in the Himalayas, Andes, and North America. We are also a leader in advancing the international agenda for sustainable mountain development. Our programs develop and apply approaches to conserve mountain habitats and ecological services, improve local economies, sustain mountain cultures, and strengthen the resilience of mountain communities in the face of climate change and other global pressures. More at [www.mountain.org](http://www.mountain.org).

### Responsibilities

- ❖ Lead and manage the entire fundraising cycle for foundation, agency, and corporate donors in line with its strategies and approaches under the supervision of the Executive Director and in close coordination with the program directors, Controller, and Board of Trustees. Responsibilities include the following:
  - Develop and implement an annual strategy for raising funds for The Mountain Institute's field and headquarters-based programs.
  - Identify and develop cultivation strategies for, and track new funding opportunities from, private foundations, multi- and bi-lateral agencies, consortia, and corporations.
  - Supervise the development and maintenance of donor relations; guide and coordinate cultivation and stewardship of donors by senior staff.

- Develop high-quality, competitive funding proposals in coordination with program staff, the Executive Director, and partner organizations.
- Track reporting schedules and requirements and ensure submission high-quality technical and financial reports to donors.
- Maintain the donor database with current information on foundation and agency cultivation strategies and actions, proposals, grants, reports, and documentation.
- ❖ Assist with cultivation and stewardship of individual major donors interested in making restricted gifts.
  - Coordinate with/supervise communications/development assistant on individual fundraising as necessary.
- ❖ Support TMI's external communications (website, social media, newsletters, etc.) with information on donors and donor-funded projects as requested.
- ❖ Special projects and innovative initiatives including supporting the Executive Director in developing and testing innovative ideas.
- ❖ Search for and supervise interns, and other staff, to support The Mountain Institute's fundraising efforts.
- ❖ Other needs of the Executive Director as identified, including assisting with board stewardship, presentations, program monitoring and evaluation, representation, planning and strategies.

### **Requirements:**

- ❖ Five years' experience with foundation relations and/or government agency fundraising for non-profit causes, conservation/development and international organization experience preferred.
- ❖ Experience with cultivating and maintaining donor relationships.
- ❖ Excellent writing and editing skills.
- ❖ Experience drafting talking points, concept papers, and logical frameworks for projects.
- ❖ Experience managing proposal teams; coordinating and assembling large proposals; writing proposal text as assigned.
- ❖ Experience developing and monitoring project budgets helpful, as are advanced Excel skills.

**This is a part-time position, with the potential to develop into full time depending on funding.** This position will be based at the Washington, DC headquarters. Short-term domestic and international travel may be required.

**To apply for this position, please send a cover letter, CV and a list of three professional references to [summit@mountain.org](mailto:summit@mountain.org) by November 20, 2017.**