

## POSITION ANNOUNCEMENT

### Development Manager

The National Center for Appropriate Technology or NCAT has been helping people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources since 1976. NCAT is a trusted, practical, connector for individuals and businesses who are working to leave our world better than we found it. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT is a national private non-profit organization whose work includes nationally recognized projects in food, agriculture, and energy.

NCAT is seeking a full-time Development Manager responsible for increasing available funds from private sources, including individuals, foundations, and corporations, and managing other fundraising activities to support NCAT.

This position may be remote for the right candidate, or based at NCAT's national office in Butte, Montana, or regional offices in Fayetteville, Arkansas, Jackson, Mississippi, or San Antonio, Texas.

This position will provide an outstanding opportunity to work with a dedicated and professional staff on a national level.

**QUALIFICATIONS:** The position requires a BA/BS degree in Business, Communications, Marketing, Philanthropic Studies, or a closely related field along with three years of relevant professional experience; or an equivalent combination of education and experience. Familiarity with software such as Microsoft Office as well as experience with CRM databases is required.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Commitment and passion for the NCAT mission;
- Familiarity with sustainable agriculture, clean energy, and science-based technological solutions to climate change particularly in rural America;
- Strong interest and knowledge of mission-driven, non-profit organizations;
- Excellent organizational, verbal and written communication skills, with experience in public speaking, presentation, writing, editing and research;
- Extremely proficient in the Microsoft Office Suite, fundraising/communication software, donor databases, and other resources;
- Experience in building outreach and marketing campaigns to raise awareness of NCAT and increase donor responsiveness;
- Experience in grant writing;
- Understanding of non-profit culture, management, and finance;
- Strong organizational and planning skills with attention to detail;
- Ability to work independently and in a team environment;
- Ability to prioritize work assignments and to complete tasks in a timely manner;
- The ability to build relationships and collaborate with community organizations, government agencies, non-profit organizations and other partners;

- Ability to travel, as occasional travel may be required.

#### **RESPONSIBILITIES:**

- Promote and support NCAT's mission;
- Support the development and implementation of a strategic fundraising plan to raise restricted and unrestricted funds encompassing governmental, private foundation, corporate and individual giving streams;
- Identify, cultivate and solicit foundation and corporation prospects;
- Identify, cultivate and solicit major individual gift prospects;
- Create appropriate fundraising materials;
- Manage client relationship management (CRM) database platform;
- Develop and implement annual and planned giving fundraising campaigns;
- Research and develop strategic corporate partnerships;
- Work with program and administrative staff in development of government funding proposals, including grant writing, as needed and appropriate;
- Coordinate and direct special events as needed and appropriate;
- Cultivate and steward positive relationships with donors, board members, Alumni Board Circle members and other audiences as appropriate;
- Collaborate with NCAT's communications team to develop and distribute appropriate and timely messaging about NCAT's programs and services to facilitate fundraising and marketing efforts.

**SALARY AND BENEFITS:** \$45,000 - \$63,000 annually depending on qualifications and experience. Excellent benefits include flexible schedule, paid vacation, sick leave, and holidays, health, dental, vision, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional environment.

**APPLICATION PROCESS:** Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged. Applicants are encouraged to visit [www.ncat.org](http://www.ncat.org) and [www.attra.ncat.org](http://www.attra.ncat.org) to learn more about NCAT. All persons interested in being considered for the position must submit an NCAT application and upload a resume and cover letter through BambooHR. To start the application process please visit [NCAT Employment Application](#) and complete the online application. Incomplete applications or references on the application to "see resume" will not be considered. The next part of the process is uploading a current resume and a cover letter highlighting experience and skills relevant to the listed qualifications. Resume and cover letters can be uploaded at <https://ncat.bamboohr.com/jobs/>. Simply choose the position you are applying for and then click "apply for this job" to upload the required resume and cover letter. Questions about the application process can be directed to:

Kriss Sullivan, Director of Human Resources  
e-mail: [jobs@ncat.org](mailto:jobs@ncat.org)

*NCAT's mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.*



*For additional information about NCAT please visit our website at [www.ncat.org](http://www.ncat.org).*

*(Updated 10/3/22)*