



# Big Sky Development Officer

## Position Description

### Position Overview

Eagle Mount is a nonprofit that provides adaptive recreation and sport opportunities for people with disabilities and camps for children with cancer. The **Big Sky Development Officer** carries primary responsibilities for cultivating, soliciting, closing, and stewarding gifts from donors who have the capacity to give more than \$10,000, with an emphasis on gifts of \$50,000 or more. The Development Officer will manage a portfolio of up to 200 qualified households. The Big Sky Development Officer is supervised by the Executive Director and serves as a member of the Development team.

### General Responsibilities:

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all participants.
- Represent Eagle Mount in a professional and courteous manner.
- Support and advocate for the organization and its affiliated programs and partners.
- Maintain healthy relationships with Eagle Mount community including participants, volunteers, and staff.
- Attend to administrative duties, attend required meetings, and staff training events.
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow.

### Development Officer Responsibilities

- Manage a portfolio of up to 200 qualified households, with capacity to make \$10,000+ gifts, both locally and throughout the United States, through the cultivation, solicitation, and stewardship process.
- Conduct regular face to face and virtual visits focused on moving high-net-worth donors towards blended gift discussions in the Madison County/Big Sky region and throughout the US.
- Build authentic and sincere relationships with donors and potential new donors through a variety of activities, including visits, phone calls, emails, letters, and other activities.
- Recognize indicators of wealth and engage in meaningful and thoughtful conversations with prospective donors.
- Work with the Executive Director and members of the Development Team to develop strategies that secure annual, multi-year unrestricted and/or restricted support from assigned donors and help to identify new donors. Additionally, work with volunteers to execute these strategies.
- Provide fundraising leadership for special programs as assigned by the Executive Director.
- Advance and use CRM databases for donor visits, research requests, proposal preparation, collaboration with other development activities.
- Responsible for achieving high quality results with minimal supervision.

### Qualifications

- Self-starter and self-motivated, ability to work with limited supervision, and impeccable integrity.
- Minimum five years' experience as a successful fundraiser in a nonprofit setting, preferably focusing on support for people with physical and cognitive disabilities.
- Demonstrated ability to generate private philanthropic support from high-net-worth individuals as well as foundations and corporations.
- General knowledge of planned gifts, deferred giving instruments, and estate giving.
- Familiarity and understanding of current issues in the world of disabilities.
- Ability to direct and perform confidential detailed work with accuracy under deadline pressure.
- Mature and professional attitude, donor/client focus and the ability to manage and direct multiple tasks simultaneously.
- A valid driver's license and ability to be insurable per Eagle Mount's parameters.

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.*