



Development Manager

Position Description

Position Overview

Eagle Mount Bozeman is a non-profit that provides adaptive recreation for people with disabilities and camps for children with cancer. The **Development Manager** carries primary responsibilities for database management, coordination of annual appeals, and administrative support for the Engagement Team. This position works closely with Eagle Mount staff, volunteers, donors, and vendors to ensure that development functions and event management are delivered in a manner consistent with Eagle Mount standards, mission, values, and brand. This position is supervised by the Director of Development and serves as a member of the Engagement team.

General Responsibilities:

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all participants and donors.
- 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 Team Responsibilities

- Primary database administrator for gift data entry and donor receipting (via DonorPerfect)
- Administrative support for all development initiatives and functions including volunteer engagement efforts and Eagle Mount's signature events: Western Rendezvous, Digger Days and Crystal Ball
- Assists in preparing fundraising presentations, proposals and campaign documents
- Coordinates mailings for print and electronic communication, with Marketing & Communications Manager
- Coordinates direct mail and email fundraising appeals, with Director of Development and Executive Director
- Point of contact for recurring/monthly donors
- Maintains accurate donor records and ensures confidentiality of all Eagle Mount constituencies
- Prepares clear, concise, and comprehensive reports as requested by the Management & Engagement teams
- Serves as a public point of contact and answers office phone system when receptionist is unavailable
- Responsible for aspects of stewardship planning, first time donor stewardship and third-party fundraising activities
- Assists with planning and execution of events such as sponsorship dinners, donor gatherings, program dinners, board meetings

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.

Minimum Qualifications

- Bachelor's Degree (BA/BS) or equivalent experience
- Proficiency in Microsoft Office Suite and database literacy
- Strong administrative, organizational and project management skills
- Strong interpersonal skills, including written and verbal communication
- At least two years of progressively responsible development or administrative experience
- Ability to maintain positive relationships with all Eagle Mount internal and external stakeholders
- Ability to keep constituent information strictly confidential
- Ability to work well with individuals of all ages, with a variety of disabilities

Preferred Qualifications

- Demonstrated success in donor engagement and large-scale community events, preferably 2+ years in a similar setting
- Experience with disability services or adaptive sports, whether lived, personal or professional
- Understanding of and experience with implementing the donor engagement cycle
- Experience with DonorPerfect is a plus
- A valid driver's license and ability to be insurable per Eagle Mount's parameters and reliable personal transportation
- Ability to lift, move or coordinate with colleagues / volunteers for objects up to 50 pounds
- Basic CPR/first-aid certification (can be provided upon hire)

Physical Requirements:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, fax machine and copy machine, and to attend meetings at various sites within Bozeman, MT; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.