



Director of Development Position Description

Position Overview:

Eagle Mount's Director of Development is responsible for furthering the mission of Eagle Mount by raising funds, overseeing organizational development activities, supervising development staff, building strategic relationships, and representing Eagle Mount with donors and the public. In addition to overseeing general fundraising efforts through the direct supervision of the development team, the Director of Development is expected to manage a donor portfolio of approximately 60 to 80 households. This position will provide leadership in creating, implementing, and monitoring the annual development plan and the important responsibility of overseeing Eagle Mount's donor relationships. This position reports to the Executive Director, serves as a member of the management team, and interacts with the Eagle Mount board and staff members, participants, volunteers, family members, community members, and donors. This position is located in Bozeman, MT with outreach to surrounding communities including Big Sky.

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.

Administrative Responsibilities:

- Serve as an integral member of the organization's management team.
- Supervise, lead, and inspire a team of development professionals to further Eagle Mount's philanthropic goals.
- Engage in long-range planning and goal setting.
- Monitor and maintains activities within approved budget guidelines.

Fundraising Responsibilities:

- Develop and implement annual, capital, and estate gift development plans.
- Prepare, lead, and collaborate with staff, committees, board members, and volunteers to successfully raise private funds for Eagle Mount's comprehensive campaigns and other initiatives.
- Actively manage a portfolio to meaningfully move prospects towards contributions commensurate with their abilities.
- Oversee, steward, and grow legacy giving society.
- As Eagle Mount programs grow, secure new funding sources to ensure the organization's sustainability.
- Lead prospect research and management.

Other Responsibilities:

- Attend relevant board/committee meetings as appropriate.
- Help instill a culture of philanthropy within Eagle Mount.
- Maintain professional knowledge; complete appropriate professional development activities.
- Other duties as assigned for the successful operation of Eagle Mount.

Minimum Qualifications:

- 7+ years of development experience with increasing responsibility.
- Demonstrated success securing major and planned gifts.
- Previous capital or comprehensive campaign experience.
- Appreciation of Eagle Mount's mission.
- Ability to interact positively with a wide variety of people.
- Exceptional communication, organizational, and follow-up skills.
- Positive attitude, self-motivator, and a coalition-builder spirit.

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 and away from Bozeman, MT; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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.