



# Foundation Relations Officer

## Position Description

### Position Overview:

Eagle Mount's **Foundation Relations Officer** is primarily responsible for cultivating, soliciting, and stewarding foundation-related relationships that financially support our mission. This role's specific focus is managing all grant-related and foundation stewardship activities. Additionally, this role will expand a portfolio of foundation-related individuals who have the capacity to support Eagle Mount's mission and growth. This position works collaboratively across areas—including staff, board, volunteers, and donors—to support sustainable funding relationships and align fundraising efforts with organizational priorities.

Reporting to the Director of Development and serving as a key member of the Engagement Team, the role includes researching, writing, submitting, and managing grants; cultivating, stewarding, and growing relationships with existing and new funders; collaborating with Program Directors and the Management Team to align grant strategy with organizational and programmatic needs; supporting strategic planning, fundraising initiatives, special events, and donor database administration as needed.

### 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.

### Grant & Fund Development Responsibilities (75%):

- Manage annual calendar of grant solicitations, deadlines, and reporting requirements. Build and maintain relationships with funder representatives, including trustees, program officers, and foundation staff, through strategic cultivation and stewardship activities.
- Collaborate with the Director of Development to define annual grant revenue goals, strategic priorities, and fundraising initiatives.
- Research and identify prospective foundation grantmaking entities aligned with organizational priorities.
- Write compelling, high-quality proposals, letters of intent, and funding applications that clearly communicate the organization's mission, vision, values, and programs.

### Foundation-related Individual Cultivation, Solicitation, and Stewardship (25%):

- Manage and organically grow a portfolio of donors, both locally and throughout the United States, through the cultivation, solicitation, and stewardship process.
- 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 Director of Development, Executive Director, and other members of the Engagement Team to develop strategies that secure annual and multi-year support. Additionally, work with volunteers to execute these strategies.
- Provide fundraising leadership for special programs and projects.

### Other Responsibilities:

- Data & Impact Collection: Coordinate with program staff, volunteers, and participants to gather data, stories, and testimonials for use in proposals and reports.

- Set and track annual goals for cultivation, solicitation, and stewardship of funders, with emphasis on expanding regional and national support.
- Partner with staff, board members, and community allies to engage in donor cultivation and stewardship efforts.
- Recruit and manage volunteers or interns, as appropriate, to support grant cultivation and development tasks.
- Participate in Engagement Team meetings, training, retreats and all-staff meetings.
- Participate in community engagement events and participant related activities.

**Administrative Responsibilities:**

- Prepare clear, concise, and comprehensive reports for all Eagle Mount funders as needed or requested.
- Monitor and maintain all grant funding activities within approved budget guidelines.
- Coordinate with Management Team for budgeting, fundraising, and promotional activities as needed.
- Record interactions with donors/funders in donor database in a timely and thorough manner.

**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.
- Experience writing grants and successfully securing new grant funding.
- Understanding of and experience implementing the donor engagement cycle.
- Strong ability to identify and evaluate funding opportunities through in-depth research.
- Proficiency with CRM tools (e.g., DonorPerfect) and productivity tools (e.g., Microsoft Office Suite).
- Exceptional written and verbal communication skills with the ability to tailor messaging to diverse audiences.
- Ability to maintain positive relationships with donors, board members, staff members, participant and family members, volunteers, vendors, and community members.
- Strong organizational skills, with the ability to manage multiple projects and deadlines effectively.
- A valid driver's license and ability to be insurable by Eagle Mount's parameters.
- Basic CPR/first-aid certification (can be provided upon hire).
- Ability to keep constituent information strictly confidential.
- Ability to work well with individuals of all ages, with a variety of disabilities.

**Preferred Qualifications:**

- CFRE designation; CEP, FCEP, CAP designation.
- Experience with disability services or adaptive sports, whether lived, personal or professional.

**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.