



Development Director Job Description

Employee:	
FLSA Classification: Full-time, exempt	Hours Per Week: 40
Salary:	Benefits: Eligible

GENERAL

The Development Director is responsible for furthering the mission of Eagle Mount by raising funds, overseeing development activities, supervising development staff, building strategic relationships, and representing Eagle Mount with donors and the public. The Development Director is expected to manage a portfolio of mid-range and major donors through active identification, qualification, cultivation, solicitation, and stewardship. This position will provide leadership in creating, implementing, and monitoring the annual development plan, including: direct mail appeals, newsletters, grant prospecting/writing/reporting, and strategic face to face meetings. The Development Director will also manage the donor database and oversee gift processing operations. This position reports to the Executive Director and interacts with the Eagle Mount board and staff members, participants, volunteers, family members, community members, and donors.

RESPONSIBILITIES AND JOB DUTIES

Fundraising Responsibilities (50%)

- Provide leadership in creating, implementing, and monitoring the annual development plan, components of that plan include, but are not limited to: direct mail appeals, online giving, first-time donor engagement initiatives, donor cultivation activities, effective donor stewardship, memorial and honor giving, grant writing, and corporate sponsorships
- Maintain positive relationships and proper stewardship of current donors, identify and cultivate perspective new donors, develop solicitation strategies for annual donors, and develop and implement strong donor recognition initiatives
- Identify prospective sources of foundation and corporate grant funding; manage annual grant calendar, oversee grant reporting, and accurately articulate the mission, vision, and values of the organization and its programming
- Produce Eagle Mont newsletters; write content, coordinate editorial slate, prepare print-ready layout, create mailings lists, and work with printers to ensure timely and cost-effective production

Outreach Responsibilities (10%)

- Manage online marketing and social media efforts; update and maintain the organization's website regularly with timely information and relevant news
- Develop strategies to maximize the use of the website and social media platforms as a means of effective donor communication and to increase online giving
- Oversee video projects
- Maintain relationships and identify opportunities that have potential for raising funds, the image, and the visibility of Eagle Mount

Administrative Responsibilities (40%)

- Serve as staff liaison to the Board's Development and Marketing Committees; provide planning, logistical, and administrative support

- Supervise Development Staff; work with ED, Events Manager, and Development Committee to set event goals, work with Events Manager to analyze financial outcomes for events, offer solutions for continual improvement
- Ensure accurate and timely gift processing operations
- Manage the accuracy of Eagle Mount's donor database; generate and submit regular reports, serve as primary resource for donor software, responsible for routine backup of database, recommend system improvements as needed
- Participate in long-range planning and goal-setting

Professional Responsibilities

- Serve as an integral and strong contributing member of the Eagle Mount team
- Represent Eagle Mount with the highest degree of integrity and professionalism; adhere to Eagle Mount policies and procedures
- Report to and works closely with the Executive Director to execute ambitious short and long-term goals
- Other duties as assigned for the successful operation of Eagle Mount

EMPLOYMENT AND PERFORMANCE STANDARDS

1. Demonstrated commitment to Eagle Mount's mission
2. Bachelor's degree, plus three to five years development/marketing experience in a non-profit environment, OR proven success including equivalent education and experience
3. Ability to maintain positive relationships with donors, board members, staff members, participants, family members, volunteers, vendors and community members
4. Ability to recruit, train, motivate and recognize volunteers
5. Excellent writing skills with proven record of successful writing, including donor communications, proposals, newsletters and fundraising solicitations
6. Demonstrated competence organizing and prioritizing multiple tasks, meeting deadlines, and adapting to changing priorities
7. Self-motivation, ability to work with minimal supervision and exercise good judgment in day-to-day decision-making
8. Ability to keep donor information strictly confidential
9. Strong computer skills: knowledge with personal computers and networks; resourcefulness in solving computer problems; proficient with Microsoft Office programs and Adobe software; familiar with multi-screen database systems; website maintenance and social network administration experience.
10. Track record of personal success in fundraising
11. Strong working knowledge of the organization's policies, procedures, and practices;
12. Ability to act as a representative of the organization to the community;
13. Understanding of the needs and interests of major donors in order to help develop and maintain relationships between them and the organization
14. Knowledge of tax laws that impact charitable giving, personal assets and estates
15. Demonstrated leadership and the ability to successfully manage multiple priorities
16. Knowledge of professional fundraising ethics, standards and practices
17. Two to five years' experience in securing major gifts

18. Ability to prioritize tasks, and to work accurately under deadlines and the pressure of a fast-paced work environment
19. Excellent communication skills; discretion and diplomacy in dealing with the philanthropic sector
20. Attention to detail
21. Team player, with capacity to be resourceful and flexible
22. First Aid and CPR certification (can be obtained following hire)
23. Valid Driver's License

PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and to use standard office equipment, including computer, fax machine and copy machine, and to attend meetings at various sites within and away from Bozeman, MT; strength to lift and carry materials weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

I understand the requirements of this position. I also understand that the duties listed above may not be all inclusive, as other duties may be assigned as needed.

Signature: _____

Date: _____