



# MONTANA WILDERNESS ASSOCIATION

## DEVELOPMENT MANAGER POSITION ANNOUNCEMENT

Job Title: Development Manager  
Supervisor: Development Director  
Compensation: \$42,000 to \$50,000 DOE; full-time; generous benefits  
Location: Bozeman or Missoula, MT

### **About the Montana Wilderness Association**

Come work for one of the most dynamic conservation organizations in the West. Our mission is to work with communities to protect Montana's Wilderness heritage, quiet beauty, and outdoor traditions now and for future generations. We envision a future where from the rugged mountains to the vast prairies Montana's wild places are protected, connected, and restored because the citizens of our state value wilderness as essential to our heritage and way of life. Founded in 1958, the Montana Wilderness Association (MWA) is the nation's oldest grassroots Wilderness advocacy organization.

### **Summary of Position:**

The Development Manager will design, develop, and implement MWA's individual giving program. The Development Manager will be responsible for managing and cultivating relationships with donors, as well as identifying new prospects. This individual solicits donors to support our work. An ability to empathize with donors and clearly communicate MWA's mission is key. The Development Manager will collaborate with team members to create and implement plans that encompass all aspects of fundraising and outreach into every fundraising effort.

### **Major Duties and Responsibilities**

- Qualify donors and prospects that represent the highest giving potential for the organization.
- Create and facilitate action plans for donors, based on an individual's interests, motivations, giving patterns, and ask preferences in a timely and cost-effective manner.
- Create effective proposals to engage donors to invest in MWA's projects and campaigns and build the foundation for a request of investment.
- Communicate to donors how their investments in MWA were utilized, and ensure they are acknowledged appropriately.
- Effectively manage people, process, deadlines, and budget while adhering to the policies and procedures of the organization.

### **Qualifications/Abilities**

- Three years experience in non-profit fundraising is preferred
- Proven ability to successfully solicit major gifts
- Effectively collaborate with board of directors, donors, volunteers, and peers
- Ability to maintain an upbeat positive atmosphere during difficult times

- or situations
- Self-motivated and ability to work independently
- Computer proficiency is required
- Strong written and verbal communication skills required
- Must possess a commitment to the vision and mission of MWA
- Ability to travel extensively and work occasional evenings and weekends

### **Basic Conditions of Employment**

- All employees of Montana Wilderness Association are ambassadors of the organization and are expected to support and fulfill the mission of the organization. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand and comply with the policies and procedures outlined in MWA's employee handbook.
- Professional Conduct: Comply with established employment policies and practices. Maintain confidentiality of organization and employee information. Lead in a collaborative and positive manner.
- Personal conduct: Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable.
- Competency: Develop and maintain skills, knowledge and abilities required for adequate performance of assigned job duties.
- Valid Montana Driver's License required

### **HIRING TIMELINE**

Applications will be accepted from July 27, 2018 until the position is filled. Interviews will occur in August/September with job placement in September/October 2018.

### **HOW TO APPLY**

Please send resume and cover letter to Business Manager, Laura Parr at [lparr@wildmontana.org](mailto:lparr@wildmontana.org). Resumes submitted without a cover letter will not be considered. Please no phone calls.

*The Montana Wilderness Association is an equal opportunity employer and does not discriminate on the basis race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability or status as a U.S. veteran.*