



DEVELOPMENT MANAGER

Reports To: Development Director

Salary: \$45,000 - \$62,000 DOE

Benefits: Generous employer contribution for Group Health Insurance
SIMPLE IRA with up to 3% Employer Match
Generous Leave Policy, including paid Personal, Parental, Medical, and Sabbatical
Flexible Scheduling

Status: 1.0 FTE

To Apply: The posting period closes on November 3, 2023. Applications will be reviewed on a rolling basis. Please send a cover letter and resume to Kori Anderson, Operations Director at Kori@bitterrootlandtrust.org. No phone calls, please. We will be available during Rally in Portland to meet with interested applicants. Please email kori@bitterrootlandtrust.org for availability.

BITTER ROOT



LAND TRUST



Position Overview:

The Development Manager will join a collaborative, professional team that works to connect our community and beyond to the impactful conservation mission of the Bitter Root Land Trust (BRLT). This position provides overall fundraising support for BRLT's Development Program including donor engagement, cultivation and recognition, soliciting donations, grant writing, donor database management, and event coordination related to development. This position requires working closely with a team, a self-starter attitude, and a philosophy of philanthropy that fosters donor-centric fundraising.

About the Bitterroot Valley in southwest Montana:

Situated between the gentle Sapphires and rugged Bitterroot Mountains and bisected by the Bitterroot River, the Bitterroot Valley is home to a tremendous diversity of fish and wildlife, from bighorn sheep and elk to cutthroat trout and bald eagles. Rich soils in the valley support the historic farms and ranches that shape the culture and character of our region. Our offices are in Hamilton, MT, situated at the gateway to the Selway/Bitterroot Wilderness and a broad array of outdoor pursuits.

About Bitter Root Land Trust

Founded in 1996, the Bitter Root Land Trust is the only land trust focused exclusively on the needs and challenges of land conservation in the Bitterroot Valley. Since its inception, the Bitter Root Land Trust has grown into a trusted community partner, earning a reputation for excellence in conservation in the Intermountain West. Bitter Root Land Trust has recently been designated as a certified entity with the Natural Resource Conservation Service. The Development Manager will join a growing full-time staff of 10 and a 15-member Board of Directors. The Development Manager will work closely with the Development Director, Communications and Outreach Manager, Operations Director, and Executive Director. The Bitter Root Land Trust is proud to be an Accredited land trust, initially earning accreditation in 2013. BRLT has completed 54 conservation easements protecting water resources, wildlife habitat, and working lands, while also creating several riverfront parks, fishing access sites, and other community-based recreational properties.

Scope of Work:

Development:

The Development Manager will support the Development Director while having specific areas of responsibility for BRLT's annual operating fundraising for the organization, which includes identifying new donors, cultivating donor relationships, development-related event coordination, fundraising mailings, donor engagement opportunities, managing a monthly donor program and new mid-level donor program, and other development duties as assigned.

Foundation and Partner Grant Management:

The Development Manager will work closely with the Development Director to plan an overall grant strategy and will manage BRLT's annual granting process including a grant calendar, grant writing and applications, reporting, and grant award recognition.

Database Management:

The Development Manager will lead database management for BRLT, including the input of gifts, moves management, and ensuring gift acknowledgment is accurate and timely.

Other Duties:

All BRLT employees are expected to assist, as needed, in strategic planning, BRLT public events, and acting as ambassadors for BRLT's conservation, stewardship, and community enhancement efforts.

Areas of Responsibility:

General Development & Fundraising (50%)

- Secure new, renewed, or increased funding from individuals, businesses, and partners.
- Assists the Development Director in the development, execution, tracking, and evaluation of BRLT's annual fundraising plan.
- Supports fundraising activities through donor cultivation, volunteer engagement, gift requests, recognition, and appreciation.
- Works with the Development Director and Communications and Outreach Manager to assist with event planning and execution of outreach events and donor engagement opportunities

such as the annual Barn Dance, donor cultivation events, outdoor experiences, community partnerships, and any other engagement identified in the annual Development and Communications Plans.

- Collaborate with Communications and Outreach Manager and vendors to create, organize, and execute development-related materials and mailings (fundraising appeals, planned giving, and special campaigns, etc.). and online campaigns (giving days, etc.).
- Responsible for the organization's culture of gratitude and overall donor recognition including donor gifts and appreciation events, such as the annual Donor Appreciation Party.
- Create moves management and segmentation strategies for BRLT's monthly giving program and a new mid-level donor program including enhanced stewardship and engagement.
- Assists with strategies, cultivation and stewardship of new donors, a business sponsorship program, a major donor program, capital campaigns, and special project campaigns.
- Analyze fundraising metrics and data to refine strategy and increase impact.
- Other tasks as assigned by the Development Director.

Grant Management (25%)

- Responsible for new and existing foundation and partner grants in collaboration with development and program teams.
- Leads the tracking of a grant calendar, grant applications, and reporting deadlines.
- Identifies foundation and partner grant opportunities.
- Assists with project proposals as needed in partnership with Lands and Stewardship Teams.

Database Management (25%)

- Manages the organization's donor database (currently DonorPerfect Online).
- Inputs, tracks, and ensures the timely receipt and acknowledgment of all donations.
- Data entry to ensure the accuracy of records, including contact information, recognition, donor cultivation, mailings, etc.
- Creates regular, timely reports, and detailed reports as needed.

Required Qualifications

- BA/BS in a related field and at least two years of demonstrated applicable experience.
- Knowledge of best practices for donor-centered fundraising.
- Strong interpersonal skills and demonstrated ability to develop relationships with donors and partners.
- Demonstrated, strong, persuasive written and verbal communications skills.
- Ability to work effectively as part of a diverse, fast-paced team.
- Proactive self-starter who demonstrates a high level of initiative and a commitment to high-quality work.
- Detail-oriented and well-organized. Ability to balance and prioritize multiple tasks.
- Ability to work occasional evenings, weekends, or other non-traditional work hours, when needed.
- Demonstrated command of Microsoft Office suite of products.
- Passion for and willingness to champion BRLT's core mission of conserving the water, wildlife, and working farms and ranches of the Bitterroot Valley for present and future

generations both within and outside our community.

Preferred Qualifications

- Non-profit or mission-driven professional experience.
- Experience working in a rural western community that is culturally and politically diverse.
- Experience grant writing or applicable experience.
- Experience coordinating events.
- Experience with donor management software.
- Capital or special campaign experience.
- Experience working with a diverse network of volunteers, including an all-volunteer Board of Directors, committee members, and community members.
- Experience cultivating and developing relationships and community-based partnerships.

Working Conditions:

- Work from shared office space in Hamilton, with part-time, telecommute options after 6 months.
- Occasional day travel throughout Ravalli County for events and meetings.
- Must have a valid driver's license and be willing to drive in winter conditions.
- This position may include opportunities for overnight travel once or twice a year for professional development.

Basic conditions of employment form the fundamental performance requirements for continued employment. All employees are ambassadors of BRLT and are expected to support and fulfill the organization's mission. 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 all policies and procedures.

- *Donor Relationships:* Identify key individual, business, foundation, and partner groups to support the work of the land trust.
- *Quality:* Comply with established requirements for job performance methods, procedures, and standards.
- *Professional Conduct:* Comply with established employment policies and practices. Maintain confidentiality of client, member/contributor, and employee information. Accept direction and provide direction in a cooperative and positive manner. Willing to work collaboratively in a holistic team environment.
- *Personal Conduct:* Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable, and reliable. Demonstrate appropriate dress and personal hygiene.
- *Competency:* Develop and maintain skills, knowledge, and abilities required for adequate performance of assigned job duties.

The Bitter Root Land Trust is an Equal Opportunity Employer
