



## Fund Development Coordinator

**Terms:** 1.0 FTE (full-time), Salary DOE (\$46,000-\$55,000)

**Benefits:** Paid Time Off (12-24 days/year depending on tenure), Paid Holidays (10/year), Paid Sick Days (6/year), Paid Health Insurance, Simple IRA with matching employer contribution, Travel Reimbursement, Cell Phone Stipend

**To Apply:** Submit cover letter and resume in one combined PDF document to Deb Dillree at: [office@blackfootchallenge.org](mailto:office@blackfootchallenge.org)

**Deadline:** February 26, 2024, or until position is filled.

**Start Date:** Immediately

The [Blackfoot Challenge](#) is a nonprofit organization (NGO) and national leader in community-based conservation with a mission to coordinate efforts that conserve and enhance the natural resources and rural way of life in the Blackfoot watershed for present and future generations. Our programs reflect a convergence of local and national interests and have allowed us to leverage funding, scientific expertise, technical skills, and local knowledge through public and private partnerships that generate lasting collective conservation impacts. Our three decades of community-based conservation are considered a model in the American West.

### Position Description:

This is a full-time position providing fund development support and coordination services to sustain the organization's financial health. The Fund Development Coordinator position will report directly to the Fund Development Manager and coordinate and work closely with the Executive Director. All three positions work closely together in a team-based approach. This position is a vital part of our organization and will be critical for fundraising efforts that further our mission. We seek hard-working, motivated, passionate and personable applicants who want to join our team and take part in a world-class NGO that makes a difference.

### Work Location:

The Fund Development Coordinator will provide services in the Blackfoot watershed and may work from home or at the Blackfoot Challenge offices located in Missoula and Ovando, Montana. Attendance will be required at monthly Blackfoot Challenge Board of Directors meetings. The position will attend other meetings in the Blackfoot watershed or surrounding areas as needed. Limited travel in Montana and regionally may be required.

### Salary and FTE:

- Salaried range DOE \$46,000-\$55,000, full-time equivalent (FTE 1.0).

- Exempt position for purposes of federal wage-hour law (you will not be eligible for overtime pay for hours worked in excess of 40 in a given work week).

**Benefits:**

- Eligible for PTO accrual at 14 hours per month or a total of 21 days per year, 8 holidays and 2 floating holidays, and 6 days of paid sick leave per year.
- Health insurance benefits (benefit amount subject to change with health insurance renewal rates).
- Matching IRA contribution of 3% of salary.
- Cell phone allowance of \$480/year.
- Work-related travel reimbursed at 60 cents per mile (mileage reimbursement begins when entering the Blackfoot watershed).

**Fund Development - Coordination & Support**

**Annual Giving / Individual Giving**

- Coordinate Annual Appeal campaigns in collaboration with development staff, including donor list creation, donor communications, donation tracking, acknowledgments, mailing logistics, and analysis of giving patterns.
- Support ED and Fund Development Manager with donor relations management to ensure regular communications with donors targeted to their interests. Help ED with yearly calendar for donor contact and networking.
- Support ED and Fund Development Manager on major donor work to increase donors and giving levels. Conduct research on individual donors to support better targeted asks using DonorSearch tool.
- Manage Classy donation platform to maximize its effectiveness and help design new campaigns to increase annual giving (such as peer-to-peer campaigns).
- Manage donation acknowledgements in collaboration with other staff.
- Coordinate special fundraising campaigns such as the State Employee Charitable Giving Campaign, workplace giving, and others as directed.
- Coordinate participation and logistics for fundraising, membership and donor stewardship events.

**Foundation Giving**

- A key responsibility of this position will be to develop new foundation relationships, leading to new revenue for the organization. This will be accomplished through:
  - Grant prospect research of private and public funding sources.
  - Proposal writing, reporting and acknowledgement letters.
  - Work with program coordinators to identify program needs and general operating support needs and match those needs with potential funders.

## **Corporate Giving**

- Support ED and Fund Development Manager to develop business partnership campaign with regional businesses to generate new revenue for organization.

## **Donor / Member Tracking**

- Manage donor and foundation information tracking in **Salesforce**, including updating contact and account information, action items and deliverables, and running reports as needed for staff and Board.
  - Oversee gift entries to Salesforce, maintain data entry protocols, and use data to identify opportunities for donor development.
  - Ensure software and programming updates are made to Salesforce and manage integration with Classy online giving platform.
- Support the Board Fund Development Committee, including developing agendas, taking meeting minutes, and ensuring delivery of action items.

## **Other Responsibilities and Deliverables:**

- Attend staff meetings, Board meetings, and Blackfoot Challenge- sponsored events.
- Participate in organization-wide planning, budgeting, and fundraising as determined by Board and Executive Director direction.
- Perform additional duties as needed by the organization with a good attitude and team spirit.
- Turn in monthly timesheets by the 1<sup>st</sup> day of each month.
- Turn in Committee Updates highlighting Committee activities from the previous month on the 1<sup>st</sup> day of each month.
- Submit year-end deliverables including Workplans, Budget Information, and Committee Lists.

## **Qualifications:**

- A bachelor's degree ideally in nonprofit management, business, natural resources, communications, or related fields.
- Experience desired in nonprofit or similar environment.
- Excellent communication skills, both written and verbal.
- Experience preferred in fund development, membership services or similar work.
- Strong writing skills required, with experience preferred in writing grant proposals, donor appeals or supporter outreach materials.
- Capacity to develop innovative and creative solutions to problems.
- Ability to prepare, collate and organize data.
- A strong team player who is also comfortable working independently from a home office.

*Basic Knowledge, Experience & Skills:*

- Must support the mission and community-based approach of the Blackfoot Challenge.
- Must maintain a working knowledge of Blackfoot Challenge programs and organizational goals.
- Must have basic computer skills including Microsoft Office Suite, Gmail, cloud file storage systems, and database use.
- Appreciation of watershed group dynamics and resource partnerships.

*Desired Knowledge, Experience, & Skills:*

- Experience with Salesforce (or a similar donor management system) desired and/or strong willingness to learn and master.
- Experience working with a variety of private landowners and public land managers is desired.
- Knowledge of Blackfoot Valley and rural communities.
- Commitment to community-based conservation and rural sustainability.
- Willingness to work in a team-based environment.
- Positive attitude and a good sense of humor is welcomed.

*Physical Demands:*

Ability to use office equipment such as telephones, computers and copy machines as necessary. Some light lifting, and bending are also necessary. Some travel will be required.