



## **JOB ANNOUNCEMENT**

**Position:** Development Officer  
**Location:** Helena, MT  
**Position:** Part-time or Full-time  
**Salary:** Commensurate with Experience  
**Benefits:** Vacation, Simple IRA w/match, Health, Dental, and Vision

### **About the Organization**

Founded in 1976, Montana Audubon is an independent, statewide conservation organization whose mission is to promote appreciation, knowledge and conservation of Montana's native birds, other wildlife, and natural ecosystems and to safeguard biological diversity for current and future generations. In our vision for the future, we seek to create an environment in which all of Montana's native bird species have healthy, sustainable populations, ensured by long-term habitat security. Montana Audubon uses bird science, conservation education and engages in public policy work to protect our state's incomparable wildlife and landscapes.

### **Summary of Position**

The Development Officer's primary responsibility is to coordinate all development activities, working closely with the Executive Director and the Board of Directors' Development Committee. Duties include overseeing donor cultivation, stewardship and solicitation, grant research and management, overseeing annual fundraising activities such as appeal letters, email solicitations and monthly giving program, events, and promoting and managing planned gifts.

### **Major Responsibilities**

- Follows an annual fundraising plan to meet revenue goals for Montana Audubon.
- Develops strategies and techniques for continual expansion and cultivation of prospective donors through giving programs with an emphasis on growth of donations.
- Oversees an annual Major Donor cultivation calendar for the Executive Director to ensure successful donor connections via timely phone calls, emails, letters/cards, and visits based on mutually agreed upon strategy for annual giving and recognition of gifts.
- Leads a systematic program of annual giving, focusing on the principles of moving individuals up the giving ladder, as well as expanding monthly giving opportunities.
- Coordinates grant research by office staff, and submits proposals for special funding from private and public funding entities.
- Oversees the foundation and grants program wherein relationships are well-maintained, and timely, setting up foundations meetings as needed, accurate grant proposals and reports are written and prepared for program-specific and operational grants.
- Establishes a comprehensive planned giving program to expand current endowment values and encourage estate giving.

- Works with administrative staff to ensure fundraising elements of all Montana Audubon events are consistent and viable.
- Works with the Communication Specialist to ensure marketing and communications efforts have a consistent and compelling case for support.
- Works with the Communication Specialist on the production of materials designed for members, donors, foundations and corporations.
- Conducts research to identify donor prospects and to obtain information concerning financial capacity, special interests, past history and relationship with Montana Audubon.
- In coordination with Admin staff, maintains a system of donor information, donations, and interactions, including both electronic and confidential hard copy filing systems.
- Ensure that all development activities are integrated by use of an annual calendar.
- Review development activity effectiveness on a bi-annual basis and adjust if necessary.
- Works with Administrative staff to review monthly revenues and reconcile bookkeeping system and donor database reports.

### **Knowledge, Skills and Experience**

- 2+ years of professional experience in development or related field.
- A background in donor cultivation and stewardship.
- Experience using a Customer Relationship Management (CRM) database.
- Experience in securing foundation, government and/or corporate grants.
- A commitment to conservation and the mission of Montana Audubon
- Highly organized with the ability to manage multiple deadlines and stay within budget
- Possesses an even temperament, sense of humor, ability to take direction, and exercises good judgment and flexibility.
- Willingness and desire to be a team player within a collaborative work culture and uniquely skilled in delegating duties to staff in a non-supervisory relationship.
- Flexibility to work occasional evenings, weekends, overnights and willingness to travel statewide and regionally as needed.

### **To Apply**

Please send cover letter and resume to [Lberrin@mtaudubon.org](mailto:Lberrin@mtaudubon.org) with the subject line "Development Officer". This posting will remain open until filled with applications reviewed on a rolling basis.

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