



**Development Manager**  
**Job Posting**  
April 2021

**Position Type:** Full time, exempt

**Location:** Bozeman, MT; nationwide travel required

**Preferred Start Date:** Immediately

**Compensation:** \$55,000-\$70,000, with potential for higher for outstanding individuals

**Benefits:** Major medical insurance, up to 5% match on a 401k, 3 weeks paid leave to start, and paid holidays and sick leave.

**Application Closing Date:** May 1, 2021

**About the Center for Large Landscape Conservation (CLLC, the Center)**

The Center is a nonprofit organization located in Bozeman, MT. We bring science, policy, and proven solutions directly to communities working to protect and restore the health and climate integrity of the planet through large-scale conservation measures. Center for Large Landscape Conservation is a leader in the fast-growing global movement to reverse landscape fragmentation, restore nature's resilience to climate change, and support community-led action. The Center offers a supportive, flexible, and dynamic work environment. The organization works to actively cultivate an inclusive workplace and values the leadership, skills, and perspectives of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.

**Position Overview**

The Development Manager ("Manager") is responsible for coordination and execution of efforts to achieve the fundraising goals of the Center for Large Landscape Conservation by growing a culture of philanthropy throughout the organization. The Center's annual revenue goal is \$2.5 million and growing. The Development Manager reports to and works with the Vice President of Conservation Operations, forming the development team and collaborating with all departments in meeting their funding needs. Together, the Development Manager and the VP of Conservation Operations will be responsible for major and planned gifts, donor cultivation and stewardship, and private foundation grant writing and reporting. They will also provide overall direction and vision for philanthropic activities of the Center.

The Manager will work with the board's development task force and the Senior Leadership Team to establish and monitor long range plans for programs and operations, develop annual fundraising goals and objectives, and ensure these funding goals are being met. The Manager will be an integral contributing member of the Center's administrative team and will contribute to achieving the vision, mission and sustainability of the Center. The Center is a fairly complex organization with three fiscally sponsored projects, Tribal Partnerships (and joint funding), a regranting program, International and National networks and coalitions we govern and lead, and North American and International on the ground research. Fundraising for these diverse efforts are varied and complicated, and the ideal candidate will be able to navigate fundraising for these diverse projects and programs. They also require a level of sensitivity and appreciation for partnership efforts, and joint projects and fundraising.

This is a new position at the Center and responds to organizational growth, ambitious fundraising goals, and the potential for partnership opportunities. This position offers tremendous room for advancement and to ultimately direct all aspects of the Center's philanthropic efforts. It is a great opportunity for a development professional who is looking to grow and reach. The Manager will develop a thorough understanding of our work and its value and be excellent at communicating our work to prospective donors. This person will show full competency when it comes to setting goals, finding opportunities, and securing funding. They will also ideally bring a wealth of connections and be able to cultivate relationships aimed at securing major gifts and grants. Strong fundamentals in grant writing, grant compliance and outcome measurement, program budgeting, major giving, planned giving, donor relations, gift accounting and technology are required.

### **Essential Duties Responsibilities**

This position will work with the VP for Conservation Operations (VP) to develop and carry out a comprehensive annual fundraising plan and philanthropic leadership that includes the following core elements:

#### **Foundations and Grants**

The Manager will work on the cultivation and stewardship of partnerships with new and existing foundations, corporate and government funders, and private charitable trusts that will result in increased program and operation funding for the Center.

- Maintain a grant calendar for all funding requests and reports (prospective and existing).
- Work closely with the Leadership team, Communications team, and Program staff to effectively communicate the organization's mission, vision, programs, and successes to funders.
- Manage existing grants: track grants; develop internal reporting systems; write reports; maintain excellent historical records; work with staff to ensure each project or program is meeting proposal conditions, expectations and deliverables.
- Manage the identification, research, cultivation, solicitation, recognition, and stewardship of grant funders.
- Draft and edit letters of intent, grant proposals, online submissions, reports, and necessary supporting documents for complex proposals to current and prospective funders.

#### **Major and Planned Gifts**

The Manager will advance the Center's mission by coordinating the expansion of the major gifts program by identifying new prospects and deepening existing relationships with major donors through effective identification, cultivation, solicitation, and stewardship. The Manager will also research and build a planned giving program, which will be integral to its major donor stewardship efforts. Once established, the Manager will be responsible for, with support from the VP, securing major gifts through planned giving vehicles including bequests, charitable gift annuities, charitable remainder trusts, charitable lead trusts, and other appropriate vehicles.

- Work with VP, President and Board, and program staff to develop and implement an annual Major Giving program.

- Work with VP to engage, train, coordinate and motivate the Center's Major Donor Task Force (board); proactively communicate with Task Force regarding fundraising progress, status of asks, and stewardship opportunities.
- Prospect for donors through research and solicitation and engage these donors by building relationships with in-person meetings, events and outreach communications.
- Create donor communications, marketing, and fundraising materials in partnership with other team members that promote philanthropic giving.
- Work with administrative staff in data management and research - including timely visitation reports, and record correspondence, meetings, and key activities in donor database (Little Green Light)
- Work with Communications Manager to help plan communications around annual giving campaigns such as Give Big Gallatin Valley, Giving Tuesday, and an end-of-year appeal.

### Desired Skills and Abilities

- Proven success in asking for, closing, and managing gifts from a portfolio of donors and prospects, and building long-term relationships with philanthropists and foundations.
- Familiarity with the donor cycle and experience with donor management techniques.
- Proven track record with successful proposals to private foundations, corporate foundations, and government entities.
- Well-informed of laws about nonprofit fundraising, tax benefits, and other regulations that affect charitable giving.
- Integrated in US conservation philanthropic communities and networks with connections to donors and prospects with high giving capacity.
- Genuine enthusiasm for fundraising that inspires a culture of philanthropy.
- Demonstrated analytical and persuasive writing skills and experience, including ability to convey complex information in a clear manner to a diverse audience.
- Knowledge of fundamental principles of nonprofit accounting and finance.
- Engaging conversationalist.
- Comfortable on camera and in-person leading meetings, giving presentations, and representing the Center as a spokesperson.
- Expert understanding of best practices in non-profit management and experience working in a complex, not-for-profit environment.
- Knowledge of advanced gift planning concepts.
- Strong interest in and commitment to land conservation.

### Minimum Qualifications

- A documented, successful track record of annual, major and planned gift fundraising OR raising capital OR other translatable experience.
- Excellent writing and communication skills.
- Bachelor's degree and a minimum of five years' work experience within a nonprofit setting in the area of grants management, grant-writing, foundation relations, fundraising or similar.
- Experience, coursework, or other training in principles, practices, and procedures of nonprofit philanthropy.
- Experience with MS Office365, Google suites, and fundraising database software.

- Willing and able to travel frequently, and occasionally work long and nonstandard hours, such as on nights and weekends.

#### **How to apply:**

Please send the following materials **as a single PDF** to [admin@largelandscapes.org](mailto:admin@largelandscapes.org) and reference 'Development Manager' in the subject line:

- A brief Letter of Interest explaining how your goals, skills and background fit the responsibilities of the role
- Resume
- Contact information for two professional references

*The Center for Large Landscape Conservation is an equal opportunity employer. Employment decisions are made without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.*