MAJOR GIFTS MANAGER
POSITION ANNOUNCEMENT

Job Title: Major Gifts Manager
Supervisor: Development Director
Compensation: $48,100 to $56,650 (depending on experience); generous benefits include fully paid health & dental insurance, a Simple IRA retirement plan, 24 days of personal leave/year, 17 days of holiday leave/year, 12 days of sick leave/year, and lots of flexibility in work schedules
Classification: Full time; Exempt
Work Location: Statewide, meaning this position can work remotely from locations within Montana.

About Wild Montana:
Wild Montana unites and mobilizes communities to keep Montana wild. We believe that public lands contribute to our quality of life and that we do our best work when we have time to enjoy them and live rich, full lives. We’re committed to keeping public lands wild, healthy, and accessible and ensuring that all people are welcome to enjoy and benefit from them.

Wild Montana is a financially healthy organization with a strong investment portfolio and consistent and dedicated support from grants, major donors, and members. We’re also a fixture of Outside Magazine’s top 50 places to work.

Summary of Position:
The Major Gifts Manager (MGM) will implement Wild Montana’s program to build support from major donors. The MGM is responsible for developing and maintaining program infrastructure, supporting Wild Montana’s major gifts team, and identifying, cultivating and stewarding gifts from major donors and prospects. An ability to connect personally with donors and clearly communicate Wild Montana’s mission is critical.

The MGM is a valued member of the development team and works collaboratively throughout the organization to support all development functions and tasks to
create a successful team atmosphere for Wild Montana.

Major Duties and Responsibilities:
- Use online platforms and tools to identify prospects that have the ability, belief, and capacity to invest in Wild Montana at a major gift level, and use Wild Montana’s tiering system to rate prospects.
- Develop and implement strategies to convert prospects to major donors.
- Build and maintain a dynamic major donor portfolio of current donors and prospects.
- Create reasonable and data-based financial goals for each donor or prospect, based on their giving history and potential.
- Draft reports, proposals, correspondence, and other materials for major donors.
- Create personal cultivation plans for major donors that take into consideration the individual donor interests, motivations, giving patterns and ask preferences.
- Provide support and training for relationship managers to ensure that all major donors are stewarded and cultivated appropriately and that communications are targeted and timely.
- Create reports and dashboards that monitor the effectiveness and progress of the major gifts program.
- Serve as the primary relationship manager to cultivate and steward a portfolio of major donors and prospects.
- Plan and implement major donor stewardship and fundraising events like house parties, field visits, and other special events.
- Maintain accurate records in the database, including contact plans and history, reports and dashboards, prospect and research tracking, and gift forecasting.

QUALIFICATIONS:
Note: These qualifications and requirements are guidelines, not hard and fast rules, so if you have 75% of the requirements listed we encourage you to apply. Applying gives you the opportunity to be considered.
- Proven ability to perform the major duties and responsibilities above.
- Superior written and verbal communication skills.
- Ability to create positive first impressions with Wild Montana members and donors, and build lasting relationships.
- Ability to think creatively and contribute energy and enthusiasm to a motivated and committed fundraising team.
● Ability to work collaboratively with volunteers and co-workers and maintain a positive and constructive attitude.
● Ability to work independently and develop and monitor projects from beginning to end, with a demonstrated ability to meet deadlines. Familiarity with donor management (SalesForce) and wealth screening software.
● Familiarity with and commitment to public land protection in Montana.
● Commitment to diversity, equity, inclusion, and justice.

**REQUIREMENTS:**
● Ability and willingness to travel when needed, approximately 10-15%
● Ability and willingness to work occasional nights and weekends.
● Valid United States driver’s license

**Hiring Timeline**
Applications will be accepted through February 22, 2022, or until the position is filled. Interviews will be held in March with the goal of job placement in April 2022.

**How to apply**
Please send a resume and cover letter to Wild Montana’s Operations Director, Laura Parr, at lparr@wildmontana.org. Cover letters should describe pertinent professional and personal experiences, including volunteer work which translates to the responsibilities of this position.

*Wild Montana is an equal opportunity employer committed to diversity, equity, inclusion, and justice. We work to ensure against discrimination in employment, recruitment, compensation, promotions, and other conditions of employment against any employee or job applicant based on identity, including but not limited to: race, ethnicity, sexual orientation, gender, gender identity, genetic information, parental status, marital status, national origin, age, pregnancy, religion, disability and/or veteran’s status. Applicants of all identities are encouraged to apply.*