Development Associate Job Description
Montana State Parks Foundation

About Montana State Parks Foundation
The Montana State Parks Foundation is the nonprofit partner of Montana State Parks, dedicated to enhancing and preserving Montana's state parks through philanthropy and community engagement. We fund projects that improve visitor experiences, expand accessibility, protect cultural and historic resources, and connect people with Montana's extraordinary parks.

As a small, mission-driven organization, every team member plays a meaningful role in advancing our mission and building lasting relationships with supporters across Montana.

Position Summary
The Development Coordinator supports the Montana State Parks Foundation's fundraising and philanthropic engagement efforts. This position is responsible for managing fundraising systems, maintaining the donor pipeline, executing annual fundraising campaigns, supporting grant development, and coordinating philanthropy-related communications. The role emphasizes relationship-based fundraising, thoughtful donor stewardship, and building long-term organizational sustainability.

Working closely with the Executive Director, the Development Coordinator will help strengthen the Foundation's fundraising capacity while ensuring donors receive exceptional stewardship and engagement.

Position Type: Part-time (0.5 FTE, approximately 20 hours per week)
Salary Range: $30,000 - $40,000 annually depending on experience
Location: Remote within Montana (Gallatin County or Lewis and Clark County preferred)
Reports to: Executive Director

<u>Primary Responsibilities</u>
Donor Database & Fundraising Operations
- Manage and continually improve the Foundation's CRM and fundraising database.
- Maintain accurate donor records, gift processing, acknowledgments, and reporting.
- Develop and implement systems that improve fundraising efficiency and donor stewardship.
- Generate regular fundraising reports, dashboards, and donor analytics.
- Maintain donor moves management and pipeline tracking.

Annual Giving & Individual Philanthropy

- Plan and coordinate annual fundraising campaigns, including year-end giving, online campaigns, monthly giving, and special appeals.
- Assist with donor acquisition, retention, and donor upgrade strategies.
- Coordinate fundraising timelines, donor segmentation, and campaign execution.
- Monitor campaign performance and recommend improvements.
- Support stewardship activities, including donor acknowledgments, impact reporting, and recognition.

Grant Development

- Research prospective grant opportunities.
- Assist with grant writing, proposal development, and reporting.
- Maintain grant calendars, deadlines, and supporting documentation.
- Coordinate with the Executive Director to align funding opportunities with organizational priorities.

Communications

- Develop fundraising and stewardship content for email, social media, the website, and print materials.
- Coordinate donor stories and project impact updates.
- Ensure fundraising communications align with the Foundation's brand and messaging.
- Support development of fundraising collateral and donor materials.

Collaboration & Organizational Support

- Work closely with the Executive Director to implement fundraising priorities.
- Support Board fundraising activities and donor engagement.
- Assist with donor meetings, special events, and cultivation opportunities.
- Contribute ideas that strengthen fundraising strategy and organizational capacity.
- Perform other related duties that support the Foundation's mission and fundraising objectives.

Qualifications

Required

- Three or more years of nonprofit fundraising, development, or related experience.
- Experience managing a donor CRM or fundraising database.
- Excellent written and verbal communication skills.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple projects, prioritize competing deadlines, and work independently.
- Proficiency with Microsoft Office and Google Workspace.

Preferred

- Experience managing annual giving campaigns.
- Grant writing or institutional fundraising experience.
- Experience using fundraising CRMs such as Bloomerang, Salesforce, Little Green Light, or similar platforms.
- Experience with email marketing platforms and Canva.
- Passion for Montana's state parks, outdoor recreation, history, or public lands.

Desired Characteristics

The ideal candidate is:

- Mission-driven and relationship-oriented.
- Organized, proactive, and dependable.
- Comfortable working independently in a remote environment.
- Curious and eager to improve fundraising systems.
- Collaborative, adaptable, and willing to contribute wherever needed in a small nonprofit.

Compensation & Benefits

- Salary: $30,000–$40,000 annually, depending on experience
- Part-time position (20 hours per week)
- Flexible work schedule
- Remote work arrangement
- Some in-state travel required
- Opportunity to help shape the future of Montana State Parks through philanthropy

How to Apply

Please submit the following materials as a single PDF to megan@montanastateparks.org with the subject line *Development Coordinator Application*:

- Resume
- Cover letter describing your interest in the position and relevant fundraising experience
- One professional writing sample (grant proposal, donor appeal, newsletter, or similar fundraising-related communication)

Applications will be reviewed on a rolling basis until the position is filled. For best consideration, please apply by August 20, 2026. Finalists will be asked to provide three professional references.

Equal Opportunity Employer

The Montana State Parks Foundation is an equal opportunity employer. We welcome applicants of all backgrounds and are committed to creating an inclusive workplace.