



# Continental Divide Trail Coalition

CONNECTING THE COMMUNITY THAT SUPPORTS THE CONTINENTAL DIVIDE NATIONAL SCENIC TRAIL

## DEVELOPMENT MANAGER

**Location:** Montana or Idaho  
**Classification:** Full Time, Salary, Exempt  
**Reports to:** Director of Development  
**Start Date:** 7/5/2023  
**Starting Salary:** \$50,000.00

### POSITION SUMMARY

CDTC's Development program strives to create innovative, engaging, and diverse strategies to support the growing needs of the organization. The person in this position will play a critical role in CDTC's Development Team and will help directly support all of CDTC's programs and operations along the 3,100-mile-long Continental Divide National Scenic Trail (CDT).

Working under the direct supervision of CDTC's Director of Development, and in collaboration with other team members, the Development Manager will be responsible for coordinating fundraising efforts to help CDTC reach its annual operating budget and increasing annual income by at least 15% annually. This individual will be an integral part of CDTC's Development team and will focus primarily on developing relationships with corporate and foundation partners, and managing CDTC's grant program. As a part of a small team, the person in this role will at times be expected to support a variety of other Development tasks to meet the needs of the organization, including fundraising events, membership campaigns and more. The person in this role will be expected to manage time and workload appropriately and to prioritize their work assignments to effectively achieve the goals of the Development Program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Development Manager will need to function in a highly dynamic and evolving space, and implement a variety of fundraising efforts to support CDTC's programs and organizational goals. The following list of competencies will be important aspects of this positions' work, though this list may not be comprehensive and other responsibilities may arise.

#### Grant Writing and Management:

- Manage CDTC's grant and foundation program in its entirety, including the preparation, submission and management of \$2+ million in grant requests annually
- Develop systems and strategies to manage the grant program and streamline information to support all CDTC Program areas and efforts more effectively.
- Identify new foundation or grant prospects; support the Director of Development in coordinating meetings and preparing all materials and resources for new foundation partners.
- Manage up to date information on the status of grant opportunities and prospective pipeline of opportunities.
- Create more robust grant-writing SOPs and boiler plates; provide regular training to other CDTC staff members on best practices for grant writing and management.
- Use CDTC's project management tool, Monday.com, for grant management, as well as



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Salesforce (CRM) for record keeping.

## Corporate Partnerships

- In collaboration with the Director of Development, manage CDTC's existing corporate partner program of over 45 corporate partners and develop new engagement strategies.
- Formalize annual corporate agreements, initiate all invoicing and tracking, and ensure proper implementation of all agreement terms.
- Prospect for and convert new corporate partners to increase revenue growth and support other programmatic needs.
- Update CDTC's Corporate Partnership booklet biannually and manage ongoing relations to ensure all CDTC partners feel informed about the organization's ongoing work and priorities.

## General Development

- As part of the development team, coordinate the implementation and maintenance of CDTC's annual Development Plan and Development Calendar.
- With other team members, help coordinate the design, printing, and distribution of marketing and communication materials for development efforts.
- Help coordinate and support fundraising events, activities, and membership campaigns.
- Foster and encourage a culture of philanthropy within the organization's staff and Board.
- As part of the development team, coordinate the implementation and maintenance of CDTC's annual Development Plan and Development Calendar.

## **QUALIFICATIONS & PREFERRED SKILLS**

### **EDUCATION**

A Bachelor's Degree is desired and a minimum of three years of relevant professional experience in Fundraising, Grant Writing and other Development areas, or five years of comparable experience and/or education in natural resource or environmental management, outdoor recreation management, history, grassroots organizing, planning, public administration, environmental studies, geography, landscape architecture, environmental education or related fields will be viewed positively. Advanced study in these areas or training in specific areas through agency or professional training programs is welcomed.

### **REQUIRED SKILLS/QUALIFICATIONS**

- Demonstrated Experience building trusting relationships with corporate and foundation partners
- Outstanding and highly proactive communication skills, both written and oral
- Experience preparing, submitting and securing both small, single program focused grants as well as large, multi-year complex grant requests
- Demonstrated experience and success preparing and reporting on government grants
- Knowledge of how to prospect for foundation and corporate partners and secure and prepare for initial meetings
- Ability to think creatively and independently develop new systems and processes to streamline workflow
- Experience working with corporate or business partners
- Knowledge or familiarity with nonprofit development practices and principles
- Strong organization skills with attention to detail



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- Time management skills and the ability to independently manage workload is required
- Strong knowledge of Microsoft Office products, Monday.com or similar project management tool, Salesforce or similar CRM, Zoom and other communication management systems required
- Ability to work independently with little supervision as well as in a team-dynamic
- Ability to ensure personal behavior is consistent with the AFP's Code of Ethical Standards, AFP Donor Bill of Rights, and the values of the organization
- Familiarity with the National Trails System and/or the Continental Divide National Scenic Trail
- Enthusiasm and interest in outdoor conservation
- Commitment to supporting diversity, equity, and inclusion in the outdoors

## DESIRABLE SKILLS

- Experience with special event planning and management, both in person and virtual
- Background in nonprofit or business marketing
- Direct experience with large-scale fundraising efforts
- Training in justice, equity, diversity and inclusion (JEDI) or the willingness to learn
- Experience with multi-faceted membership and/or marketing campaigns
- Additional certifications in fundraising best practices from the Association for Fundraising Professionals (AFP) or other similar institutions are welcome but not required

## SUPERVISION AND WORK ENVIRONMENT

The Development manager will work under the direct supervision of the Director of Development. The Development Manager will work with other CDTC staff members to achieve successful deliverables and to gain a broad understanding of the breadth of work associated with CDTC's mission.

Due to the funding source, the person who fills this position will need to be based in either Idaho or Montana. CDTC maintains an office space in Helena, Montana, where this individual has the option to work from, or work may be performed remotely from any location in Montana or Idaho.

## COMPENSATION AND BENEFITS

\$50,000 annual salary. CDTC also provides benefits including generous annual leave and paid holidays, personal health days, CDT experience days, monthly health insurance stipend, cell phone reimbursement, and 403(b) retirement plan contributions.

## TO APPLY

Interested individuals should send a cover letter, resume and three references to [sshattuck@continentaldivide-trail.org](mailto:sshattuck@continentaldivide-trail.org) with subject line "Development Manager Application" by **May 19, 2023**.

## EOE STATEMENT

This position description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out those duties. CDTC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or other protected status.



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For information about CDTC, please visit our website at [www.continentaldividetrail.org](http://www.continentaldividetrail.org). All individuals are encouraged to apply!