



**GARDEN CITY
HARVEST**

Job Description: **DEVELOPMENT MANAGER**

Benefits: Medical and dental insurance, premium paid in full by employer; 6 paid holidays per year; 2 weeks of vacation/sick per year; equivalent of a half share of veggies in season

Wage: Starts at \$18/hour

Hours: Full time, year-round, M-F business hours; occasional weekend, evening hours

Supervision: Reports to the Outreach & Impact Director

Summary:

Work with a tight knit team building support and stamina for Garden City Harvest's work planting seeds together to create a healthy Missoula through our 21 neighborhood farms and community and school gardens. Daily work can range from tending the database to working directly with donors; from organizing the annual giving campaigns to cultivating a small event.

Duties & Responsibilities:

- With Executive Director and board of directors, develop and implement short-term and annual fundraising plans based on development priorities.
- Work with Executive Director to identify, cultivate and solicit major gifts from individuals, corporations, and foundations
- Create opportunities to increase individual giving
- Work with Executive Director to develop and refine strategies that include annual appeals and planned giving
- Maintain donor database and leverage CRM capabilities
- Assist Outreach & Impact Director with annual event planning with a focus on event sponsorship and donor cultivation
- Work with Outreach & Impact Director to create development communications plan
- Track impact of donor campaigns.
- Take the lead on organizing events that involve direct asks such as house parties
- Supervise Administrative Coordinator, overseeing general office duties that include reception, customer service, program and administrative support
- Help to create and track annual development income budget
- Other duties as assigned

Required Knowledge, Skills & Training:

- 2 years of experience in nonprofit development or relevant experience
- Experience working with CRM database software applications
- Possess and demonstrate excellent interpersonal relationship skills
- Good situational awareness and attention to details

- Experience and success in grant writing (preferred but not required)
- Major gift fundraising experience (preferred but not required)
- Ability to work independently and in a multi-layered team environment while fostering positive relationships, teamwork, and collaboration
- Excellent written and oral communication skills
- Excellent time management skills and ability to prioritize work
- Must be able to maintain confidentiality
- Proficiency in Microsoft Suite, and other applications as needed
- Strong organizational skills, good problem solving skills
- Inspired by the mission of Garden City Harvest