TAMARACK GRIEF RESOURCE CENTER (TGRC)

Position Announcement

Title:                          Development Manager  
Job Type:                      .8 - 1 FTE, exempt  
Reports to:                    Tina Barrett, EdD, LCPC, Executive Director  
Location:                      Based out of TGRC Missoula office  
Salary:                        $45,000-$50,000 DOE plus benefits as outlined in P&P manual, including PTO, sick leave, holidays, $350 wellness stipend/month ($4,200 annually)  
Work Hours:                    Standard office hours will be M-F 9:00am-5:30pm. Some weekend and evening hours may be required for meetings and special events, etc.

Job summary:  We are looking forward to welcoming an ambitious, team-oriented, and energetic Development Manager to Team TGRC! This role involves working closely with the Executive Director and Development Specialist to advance the mission of the organization. The Development Manager will spearhead fundraising initiatives in collaboration with staff, volunteers, and board/committee members – prioritizing relationships with donors, staff, and volunteers. As Development Manager you will focus on fundraising and project management, and supervise the part-time Development Specialist.

Essential Duties and Responsibilities:

- **Coordinate Development:** Secure financial support from individuals, foundations, corporations.
  - Assist with strategic planning with a focus on development and communications
  - Draft, edit, and manage submission of grants, proposals and reports
  - Manage development calendar: track proposals, reports, deadlines, communication needs
  - Identify new funding opportunities
  - Develop and maintain ongoing relations with donors, and facilitate relationships with donors and TGRC leadership including donor care plan and implementation
  - Oversee/draft/disseminate/track in-kind donation requests, thank you letters and recognition
  - Solicit and cultivate sponsors and partnerships for special events
  - Coordinate organization and execution of meaningful and successful special events including: A Taste to Remember Benefit
  - Coordinate development committees (engage members, develop agendas, facilitate meetings, guide activities, express appreciation / recognition on behalf of org)
  - Assist with budget development and management
  - Oversee recurring donor campaign and care/recognition for donors
  - Develop materials to facilitate fundraising (letterheads, sponsor forms, remittance envelopes, planned giving handouts, etc)
  - Oversee/manage stats related to projects
- Represent TGRC at events including exhibits, conferences, and non-profit functions
- Work closely with Program Staff to ensure grant project objectives are funded/met
Act as liaison between TGRC and individuals/organizations

Work with TGRC staff team to assist with overall functioning of nonprofit programming. Duties may include:

- Greeting guests, answering phones, responding to inquiries, and relaying messages
- Assisting with photocopies, mailings, filing, and disseminating information throughout the state
- Act as liaison and foster collaborations with key partners
- Help maintain a tidy, welcoming space for work and healing
- Process mail and maintain a written ledger of revenue

A candidate with communications/outreach skills and experience may be considered for a Development & Outreach Manager position (at $45,000-$52,000 DOE) to include:

Communications – Branding, Publicity, and Public Relations

- Create effective communication strategies
- Write content for website and maintain website
- Build relationships with influencers and key stakeholders
- Design or manage publicity projects (Design, delegate, or collect bids/solidify contracts and manage outside projects)
- Create and disseminate newsletter (6x/year) and assist with other listserv communication needs
- Manage organization social media, media, press releases, and exhibits
- Identify and explore publicity opportunities to broaden awareness of TGRC, link individuals to services, and broaden impact

Minimum Qualifications:

- Bachelor’s degree in Communications, Business, or a related field
- Proficiency in Microsoft Office Suite, including Word, PowerPoint, Excel, SharePoint, OneDrive, and Teams

Skills/Experience:

- Strong coordination and organizational skills
- Strong interpersonal skills
- Strong communication skills (including verbal, written and technical)
- Experience with project management and event planning
- Experience with grant writing
- Experience with donor management and appeals
- Training in fundraising, major gifts, and reports
- Experience working with and leading teams and committees
- Ability to anticipate and match needs, take initiative, meet deadlines, and exercise creativity and innovation
- Comfort working with technology, including experience with CRMs
- Desire to learn and work in a collaborative capacity with professionals and community members
• Interest and experience working with bereaved children, teens, adults and families in both indoor and outdoor therapeutic environments
• Interest and experience working with students, schools, and diverse populations
• Experience working with non-profits
• Comfort working with individuals amidst grief/after traumatic experiences
• Candidate must be able to lift 20 lbs
• Clean driving record
• Willingness to coordinate and lead programs in remote locations

To apply:
• Electronic applications can be completed online at tamarackgrc.org/hiring.
• Hard copy applications can be submitted to:
  Search Committee
  Tamarack Grief Resource Center
  405 S. 1st Street W.
  Missoula, MT 59801

Incomplete applications will not be reviewed.

For more information about our organization, please visit our website at www.tamarackgrc.org.

Position: Open until filled.

TGRC is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.