



Job Description

Development Manager

Reports to: Development Director

Department: Development

Pay Range: \$20.00-\$27.00 per hour

Classification: 1.0 FTE

Start Date:

Location: Helena

POSITION SUMMARY: The Development Manager supports the Development Director in all fundraising efforts, including donor database management, grant tracking, donor cultivation, solicitation and recognition, and the coordination of development-related activities and events, as well as other duties as assigned.

ROLES & RESPONSIBILITIES:

Database Management (20%):

- Enter donations, donor interactions, and relevant notes into the CRM promptly and accurately, with attention to detail as a top priority.
- Maintain confidentiality in all aspects of donor data and gift processing.
- Continually update and ensure accuracy of Fund, Campaign, and Appeal classifications in Bloomerang to support correct coding of gifts.
- Create and maintain standardized acknowledgement templates and processes in Bloomerang to ensure consistent donor stewardship.
- Generate reports for staff and leadership as needed.
- Work with the Finance Associate to coordinate synchronization between Bloomerang and QuickBooks Online.
- Send out bi-monthly renewal reminder emails to constituents.

Grants Management (15%):

- Track all grant activity, including deadlines, submissions, awards, and reporting requirements.
- Liase with grant consultant to provide her what she needs

Donor Stewardship (20%):

- Provide excellent customer service to all donors with tact, care, and discretion.
- Support the development and implementation of donor stewardship strategies that strengthen long-term relationships and retention.
- Coordinate e-blasts to major donors on a bi-monthly basis

- Issue donor and foundation acknowledgements within 48 hours of receiving gifts, with support from Finance Associate and Administrative Coordinator.
- Generate mailing lists for appeals and donor communications.
- Coordinate and manage all FOB year-end gifts, communications and stewardship

Fellowships (15%):

- Coordinate with the Development Director to solicit and steward annual fellowship donors, including Educational, Summer, and Long-Term fellowships.
- Coordinate with Resident Coordinator, Education Manager, and Administrative Coordinator to ensure residents prepare handwritten thank you notes to their fellowship donors, paired with resident bios and update letters.
- Work with Administrative to assign Fellowships to residents in alignment with donor intent.
- Track receipt of all Fellowship gifts to be sure they arrive and that thanks you are sent in a timely fashion.

Fundraising Event Support (10%)

- Support fundraising events by tracking RSVPs, ticket purchases, and donations.
- Prepare acknowledgements for donors following all fundraising events.
- Assist with sponsor communications, including solicitation, sponsor benefits, public acknowledgement, and follow-up.

General Development & Fundraising (20%):

- Serve as the primary record keeper of data in Bloomerang, on The Bray's server, and in OneDrive, with donor confidentiality always prioritized.
- Maintain institutional knowledge related to development history, donor relationships, and grant activity to support continuity and informed planning.
- Coordinate across departments to ensure alignment between fundraising, communications, finance, and program activities.
- Establish methods for tracking and reporting key performance indicators (KPIs).
- Identify opportunities to improve development systems, workflows, and data integrity, and make recommendations to leadership.
- Assist the Development Director with the planning, execution, tracking, and evaluation of The Bray's annual Development Plan.
- Contribute ideas, draft text, and proofread appeals (Spring, Lapsed, Year-End, etc.)
- Produce the annual Honor Roll and work in conjunction with the Communications Team to create print and digital versions.
- Update – YEAR-TO-YEAR BUDGET VS ACTUALS TRACKING – spreadsheet monthly.
- Register for, promote (in conjunction with the Communications Manager), monitor, and acknowledge Greater Helena Gives Fund Drive donations.

QUALIFICATIONS:

Required:

- Excellent written and verbal communication skills
- Strong facilities with math and analysis of data to form conclusions
- Proven ability to work independently, proactively, and collaboratively
- Proficiency in Microsoft Office, including Word and Excel
- Strong interpersonal and customer service skills

- Experience managing a varied workload; able to set priorities, meet deadlines, and organize and facilitate multiple projects

Strong ability in analytical and mathematic skills

PREFERRED:

- 2-3 years of development, or administrative experience
- Experience planning and managing events

COMPENSATION AND BENEFITS:

- \$20.00-\$27.00/hour
- This is a permanent, full-time, hourly, non-exempt position
- Health, vision, and dental benefits according to Employee Manual
- Paid Time Off
- Paid Holidays as in the Employee Manual
- Other benefits as outlined in the Employee Manual

To Apply:

Please email a cover letter, résumé/cv, and contact information for three references to admin@archiebray.org. Applications will be reviewed beginning August 3, 2026. Position remains open until filled.