



Flathead Lakers Development Manager

The Flathead Lakers are looking for an enthusiastic relationship builder and development professional to play an integral role in helping realize our mission and vision: ensuring that the Flathead Watershed has clean water, healthy ecosystems, and lasting quality of life.

About the Flathead Lakers: The Flathead Lakers are a nonprofit founded in 1958 to advocate for clean water in the Flathead Watershed. The Lakers currently advocate at the local and state level, conserve areas along the Flathead River & lakeshore, and educate students and community members about being good watershed citizens.

The Flathead Lakers have:

- protected over 6000 acres of land along the Flathead River, the primary tributary into Flathead Lake, most recently, the Bad Rock Canyon conservation area.
- sounded the alarm with the Confederated Salish and Kootenai Tribes on aquatics invasive species (AIS) in Flathead Lake. Montana now has an AIS program and check stations across the state.
- educated thousands of students on the lakeshore through our Watershed Citizen curriculum.
- monitored the water quality of Flathead Lake through our team of citizen scientists.
- advocated for clean water policy at the local, state, and federal levels.

The Lakers team is seeking a Development Coordinator to develop and implement our annual fundraising plan, under the direction of the Executive Director. Our growing team works closely together to realize the goals of the organization. We are looking for a motivated candidate to take us to the next level in fundraising and building our community on Flathead Lake.

Duties and Responsibilities:

Fundraising and Development (90%):

- Work with Executive Director to develop the Flathead Lakers' (FL) Funding Plan. Implement the Funding Plan to generate and manage financial resources from diverse funding sources to sufficiently fund FL's mission, including: foundation and corporate grants, business sponsorships and contributions, fundraising events, individual donations, and earned income.
- Cultivate FL's individual and corporate donors and sponsors, and explore and secure new prospective donors. Manage donor database (CRM) tool, Little Green Light.
- Coordinate FL's annual fundraising events (i.e. summer 2022 Poker Paddle) and assist with other community events along with board members and other staff.



Community Outreach & Engagement (5%):

- Represent FL at various community events to promote programs.
- Assist with coordination of social media, marketing, and branding to ensure alignment with strategic goals and objectives across activities. Lead development of print and digital fundraising materials for various audiences and coordinate promotional activities.

General & Administrative (5%):

- Manage fundraising-related purchases, follow purchasing protocol, and stay within the budget.
- Provide accurate recordkeeping and reporting on development efforts, including written monthly updates to the ED. Participation in twice-monthly staff meetings, and board meetings as needed.

Qualifications and Experience:

1. Proven ability to manage nonprofit fundraising plan development and implementation, including donor cultivation, foundation grants and philanthropic support, corporate partnerships, and fundraising events. Proven experience managing budgets in order to achieve clear and measurable goals. Experience managing fundraising for nonprofits with an annual budget of at least \$500,000.
2. Able to articulate why the mission, vision, and work of FL matter. Some knowledge of watershed conservation, and passion for protecting water quality.
3. Ability to work as a team player, with people from diverse backgrounds, including students/youth, people of different cultures, etc.
4. Strong organizational and analytical skills.
5. Strong communication skills including public speaking, verbal, and written communication.
6. Willingness to take initiative and manage multiple tasks. Pragmatic and outcome-driven, yet positive and forward thinking.
7. Understanding of social media and technology; proficiency in Microsoft Word, Excel, Google Drive, and database management; marketing and design experience helpful but not required. Experience managing Little Green Light Customer Relationship Management system is not required, but is a plus!



8. Experience with event planning and management.
9. Experience working with minimal supervision outside of a traditional office setting. A remote schedule is possible, with regular, scheduled visits to the office in Polson. Staff use their personal phone for work-related communications. A computer is provided. Flexible schedule including working some nights and weekends.
10. Bachelor's degree or equivalent experience.
11. Preference will go to local residents based in Flathead Watershed.

Time Commitment and Compensation:

This is a full-time, exempt, salaried position with a targeted start date of October 1, 2021. Initial compensation is \$48,000-52,000 per year. Additionally, the Flathead Lakers provide a monthly health care stipend to be used towards the employee's own health insurance plan. Requests for time off are coordinated among staff schedules and the needs of the organization. The preferred candidate will be a self-starter who is able to effectively work independently.

Contact:

To apply, please submit a .pdf of cover letter, resume, and 3 references, and a relevant writing sample by August 15, 2021.

Submit application materials to: Kate Sheridan, Flathead Lakers Executive Director

Email: careers@flatheadlakers.org

Mail: P.O. Box 70, Polson, MT 59860

For more information, please visit our website (flatheadlakers.org) and find us on social media!

The Flathead Lakers do not discriminate in employment on the basis of race, color, religion, creed, sex, pregnancy, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or expression, or any other status protected by applicable federal, state, or local law ("protected classes"). Flathead Lakers will make reasonable accommodations for a qualified individual with a disability in compliance with federal, state, and local law.