CHILD BRIDGE

ASSOCIATE DIRECTOR OF DONOR RELATIONS

Department: Development

Reports to: Senior Director of Donor Relations

Location: Kalispell or Bigfork, MT; Bozeman or Billings, MT, considered

FLSA Status: Full-Time, Exempt

Position(s) Supervised: N/A

WHO WE ARE

The Crisis: The truth is there are not enough equipped families to care for Montana's most vulnerable children who enter the foster care system due to abuse and neglect.

The Solution: Whether a child's need is a few days, a few months, or forever **our vision is a family for every child.** We raise up bold and passionate Christians to do the hard work of caring for these children in our communities. **Our mission is to find and equip families for children who have suffered abuse and neglect.**

Organizational Values:

Hopeful in Vision. *(2 Corinthians 4:18)*
We fix our eyes on what is unseen, both the children and the future God has for them. We live by His promises, believing in a day when families wait for children, not the other way around. Compelled by what can be, we pursue innovative, Spirit-led ways to advance the mission.

Fearless in Action. (*Joshua 1:9)*
We step into hard and uncertain places with boldness, not because of our strength, but because of the Spirit within us. Our courage is forged in surrender and refined through obedience. We move beyond comfort and control, trusting God to work through us.

Relentless in Pursuit. (*1 Corinthians 15:58)*
We are unyielding and urgent in our efforts. Compelled by love and the weight of the mission, we press forward with unwavering resolve, trusting that every step matters. We will not stop until every child is seen, known, and welcomed into a loving family.

Joyful in Spirit. *(Isaiah 55:12)*
As ambassadors of Christ, we go out in joy, knowing our path is marked by light. The work is not easy, but He is with us. Our joy is a deliberate act of obedience, rooted in who Christ is and what He has done. Defined by the One who dwells within us, our presence is nimble and free.

THE ROLE

The Associate Director of Donor Relations is responsible for strengthening relationships with existing donors, as well as identifying new donors to participate in the mission's work. The primary focus of the role is to engage with donors to cultivate lasting relationships that offer the donor additional opportunities for increased giving.

THE DAY TO DAY

Your essential duties and responsibilities:

- Deeply understand the Child Bridge faith-based mission and communicate it clearly to donors.
- Manage a portfolio of donors with the capacity to make five+ figure gifts.
- Implement a robust, multi-faceted, and forward-thinking fundraising plan for both existing and prospective donors.
- Prepare donor proposals, solicitation letters, and other development materials needed to articulate the organization's values and needs to a broad audience.
- Maintain regular and relevant donor stewardship efforts.
- Creatively work with the development team to reach new donors.
- Strategically assess donor profiles to identify new or increased giving opportunities.
- Work with the development team to align efforts and set annual goals.
- Stay up to date on fundraising and legacy best practices.
- Ensure all donor records are accurate and up to date in CRM.
- Timely provide and complete requests from teammates and other departments.
- Inspire a working environment that passionately lives out the mission, vision, and values of Child Bridge.
- Regularly participate in team prayer and spiritual formation classes.

Work Environment

- The normal work environment is an office environment with meetings offsite in conference areas, coffee shops, and/or other public spaces. Other working environments may include parks, event centers, other family-oriented meeting spaces, and family homes. Due to the nature of these spaces, weather and temperature may vary. Churches are a regular environment space for recruiting and coaching efforts.
- Noise level in the work environment is moderate.
- The work schedule varies based on the needs of the organization and will have weekend and evening work.
- Regular travel within region of responsibility.
- Travel to other regional office sites, team gathering locations, and event sites on an as needed basis.

To perform this job successfully, an individual must demonstrate capacity or potential to perform each essential duty with excellence. The above statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required. Other duties may be assigned. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

TO BE SUCCESSFUL

Your knowledge, skills, and abilities:

- **Goal-oriented**: High regard for accountability to the mission, impact outcomes, and performance measures.
- **Compelling communicator**: Both verbal and written, that can present a case for support and make substantial gift asks.
- **Expert in relationship management**: Build and cultivate long-term relationships.
- **Proficiency with fundraising techniques:** Face-to-face solicitation, proposal writing, and phone/email engagements as well as an understanding of the science of philanthropic psychology and donor centricity.
- **Strategic mindset**: Construct and implement personalized donor asks.
- Sound perception in conversations, observation, judgment, and decision making. You know how to listen both to the said and unsaid, you know how to ask questions to gather more information, and you know how to take the next right step.
- **Highly efficient in time and project management**: Self-disciplined and forward-thinking, providing deliverables in a quality and timely manner.
- **Warm and relational verbal, written, and interpersonal communication skills:** Can connect with a variety of people in a range of settings (small gatherings, large groups, individual meetings, etc.).
- **Confidentiality:** Maintain confidentiality under a wide range of circumstances.
- **Active learner**: Willing to collaborate with others, learn new ideas, and receptive to feedback.
- **Proficient in Microsoft office suite:** Outlook, Word, Excel, PowerPoint, Teams, OneDrive, SharePoint.
- **Capable of working with a variety of technology:** CRMs, video conferencing, cloud-based applications, project management tools, etc.

Your education, certification, experience and/or other requirements:

- Bachelor's degree in business, communications, or related field.
- Minimum of 3 years of comprehensive fundraising experience, preferably working with individual donors. Equivalent education and experience will be considered.
- Minimum of 3 years of experience in soliciting and closing four+ figure gifts.
- Demonstrated success in exceeding fundraising goals.
- Must have a valid driver's license, active and up to date liability coverage, and a dependable vehicle.

Physical Demands

- 1/3 of the time be able to: climb or balance; stoop, kneel, crouch or crawl; lift up to 50 pounds; push or pull up to 25 pounds.
- 3/4 of the time be able to: stand; sit; walk; use close vision (20 inches or less) for computer work; reach with hands and arms.
- 3/4 of the time be able to: consistently use hands; talk and hear.

The above is representative of the faith, values, knowledge, skills, abilities, education, experience, physical demands and other requirements an employee needs while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

To apply for the Associate Director of Donor Relations position, email a cover letter, resume, and three professional references to careers@childbridgemontana.org. In your cover letter, please detail your interest in our mission and how you see yourself making an impact in this role.

Subject to the Constitution of the United States and all applicable state and federal laws, Child Bridge does not discriminate in its employment practices or in the administration and dissemination of its programs and services. We are dedicated to having an inclusive environment. We provide reasonable accommodations for applicants with disabilities to ensure equal access to the hiring process. If you need assistance, please contact Human Resources via careers@childbridgemontana.org.