



DEVELOPMENT ORGANIZER

Reports to: Senior Development Associate
Location: Bozeman, MT
Supervises: Not Applicable
Position Status: Regular, .5 FTE-.75 FTE negotiable (20-30 hours per week), salary, non-exempt
Last Update: **February 2024**

For more than 40 years, the Greater Yellowstone Coalition (GYC) has been “America’s voice for a Greater Yellowstone.” As the only on-the-ground conservation group working solely to protect the Greater Yellowstone Ecosystem (GYE), we strive passionately, professionally, and strategically to protect the lands, waters, and wildlife of this remarkable area. Greater Yellowstone’s 20 million acres comprise one of the last and largest intact temperate ecosystems on Earth. It is also home to vibrant communities with varied economies and unique cultures in the three states of Idaho, Wyoming, and Montana.

As a place-based conservation organization, GYC uses the full range of tools available to achieve durable conservation outcomes. We believe in the power of working together. We are creative thinkers and aren't afraid to think big when it comes to achieving our goals and advancing our mission. We build authentic and trusting relationships. We believe in what we do.

Scope of Responsibilities

The Development Organizer assists GYC’s Development Team with gift processing, data management, and general development support. The Development Organizer will help prepare and process charitable donations, thank donors through gift acknowledgement letters, help with data entry and database clean-up, and other comparable tasks as assigned. Under guidance of the Senior Development Associate, this role provides support to the Development Team’s efforts to build donor relationships through timely and accurate gift processing, personalized stewardship efforts, and maintaining accurate data.

Gift Processing and Stewardship Activities

- Enter charitable donations and grants accurately in the DonorPerfect database.
- Acknowledge and thank donors in a timely manner with personalized letters.
- Prepare and process contributions, including opening mail and depositing checks.
- Assist with both new donor and ongoing donor stewardship efforts.
- Ensure proper handling and documentation of bank deposits.
- Assist with donor mailings.
- Maintain confidentiality of constituent records and communications.

Data Management Support

- Record and update donor contact information and perform routine data cleaning and standardization.
- Assist with data reports for development, program, communications, and marketing needs.
- Assist with general database clean-up and organization efforts.
- Pull and finalize lists for mailings and invitations.
- Stay up to date with DonorPerfect features and help implement applicable tools and offerings.

General Fundraising Support

- Help with fundraising event logistics.
- Perform donor and prospect research.
- Provide excellent customer service, anticipating and exceeding the needs of our constituents.
- Perform other related duties as assigned.

Qualifications

- Bachelor's degree preferred. Relevant experience may substitute for education.
- 1-2 years of basic financial, data processing, or other administration experience.
- Experience working at a nonprofit a plus.
- Microsoft Office experience required, including Excel and Word.
- Strong attention to detail and accuracy.
- Knowledge of, ability to learn, and willingness to apply best practices in development functions.
- Demonstrated ability to work independently.
- High degree of integrity handling sensitive and confidential information.
- Commitment to GYC's mission and goals.

Compensation and benefits

- Salary: \$27,500-\$41,250 depending on FTE.
- Health insurance available for .75 FTE.
- Employees can elect to have additional premiums for vision, dental, life, and accident policies.
- Generous time-off: vacation, sick, personal, and paid holidays.
- Hybrid-work model.

Physical Working Conditions

GYC is committed to honoring and improving accommodations within our existing infrastructure.

- Business office with moderate noise.
- Will sit or stand at a desk and move between offices. Accommodations can be made.
- Work on a computer, use a telephone, and other general office equipment.
- Lift and carry up to 25 pounds. The use of a dolly, cart, etc. is available. Accommodations honored and assistance from other staff is strongly encouraged.