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 foster and adoptive families for children who have suffered abuse and neglect.

Organizational Values:
- **We are fearless.** Our faces are as lions.
  “They were brave warriors, ready for battle and able to handle the shield and spear. Their faces were the faces of lions.” 1 Chronicles 12:8
- **We see the unseen.** What can be compels us.
  “So we fix our eyes, not on what is seen, but on what is unseen.” 2 Corinthians 4:18
- **We are ambassadors.** We bear the image of another.
  “But you are a chosen people, a royal priesthood, a holy nation, God’s special possession, that you may declare the praises of him who called you out of darkness and into his wonderful light.” 1 Peter 2:9
- **We go out in joy.** Our path is marked by light.
  “For you shall go out in joy and be led forth in peace; the mountains and the hills before you shall break forth into singing, and all the trees of the field shall clap their hands.” Isaiah 55:12

THE ROLE
The Donor Relations Officer 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 development team is to create a sustainable fundraising
infrastructure that offers meaningful opportunities for donors to engage and supports overall organizational growth.

TO BE SUCCESSFUL

Your knowledge, skills, and abilities:

- Goal-oriented with 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, able to build and cultivate long-term relationships.
- Proficiency with fundraising techniques including face-to-face solicitation, proposal writing, and phone/email engagements.
- An understanding of the science of philanthropic psychology and donor centricity.
- Strategic mindset that can construct and implement personalized donor asks.
- Highly efficient in time management. You are self-disciplined and forward-thinking, providing deliverables in a quality and timely manner.
- 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.
- Ability to maintain confidentiality under a wide range of circumstances.
- Active learner willing to collaborate with others and learn new ideas. We are always learning, and you enjoy growing in knowledge and skill along the journey.
- Proficient in Microsoft office suite. We use it all: Outlook, Word, Excel, PowerPoint, Teams, OneDrive, SharePoint.
- Capable of working with a variety of technology including CRMs, video conferencing, cloud-based applications, etc. Half of our team is spread across the state, so we are always online.

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

- Bachelor’s degree in business, communications, or related field, and 3+ years of comprehensive fundraising experience, preferably non-profit, working with individual donors. Equivalent education and experience will be considered.
- Minimum of two years of working experience in soliciting and closing five+ figure gifts.
- Demonstrated success in meeting and exceeding fundraising goals.
- Must have a valid driver’s license, active and up-to-date liability coverage, and a dependable vehicle.
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 fundraising plan for existing and prospective donor and legacy portfolios.
• Prepare donor proposals, solicitation letters, and other development materials needed to articulate the organization’s values and needs to a broad audience.
• Work with the development team to align efforts and set annual goals.
• Stay up to date on fundraising and legacy best practices.

To perform this job successfully, an individual must demonstrate the 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.

Work Environment:
• The normal work environment is an office with occasional meetings online (ZOOM or Teams), or offsite in conference areas, coffee shops, and/or other public spaces.
• Noise level in the work environment is moderate.
• The general work schedule is Monday-Friday, 8am-5pm but can vary based on the needs of the organization and will have some weekend and evening work.
• Travel to event locations, team gathering locations, and home office on an as needed basis.

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: 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. The work environment characteristics described are representative of those an employee encounters 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 Donor Relations Officer position please 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.