

**Job Title:** Development Manager  
**Status:** Full-time, year-round; 40 hours / week; non-exempt  
**Reports To:** Executive Director  
**Location:** In-person role; Whitefish, MT

*The mission of DREAM Adaptive Recreation is to enhance the lives of individuals with disabilities by providing year-round outdoor adaptive recreational opportunities.*

### **Job Summary**

DREAM Adaptive Recreation (DREAM), based in Whitefish, Montana seeks a dynamic leader to join the management team in the position of Development Manager. Under the direction of the Executive Director, the Development Manager will be responsible for the strategic direction, management, execution, and evaluation of all annual development campaigns as well as planning and executing DREAM's fundraising events.

### **About the Organization**

Founded in 1985, DREAM has improved access and inclusion in the outdoor recreation space for 35 years. DREAM programs empower individuals with disabilities and provide them with skill development opportunities that go well beyond sport; participants improve their physical and mental health, gain confidence, and increase their independence. Volunteers and staff focus on each participant's strengths and leverage their abilities to help them focus on reaching their goals.

DREAM serves 325 individuals annually through more than 1,500 opportunities/lessons, with the support from over 150 active and dedicated volunteers. By joining this experienced team, the Development Manager will harness the current support for DREAM's mission by expanding current fundraising efforts and building a culture of philanthropy to take the organization to a new level. The Development Manager will join at an exciting time for DREAM, as our strategic plan has us in early-phase planning and fundraising for a Capital Campaign to build a permanent adaptive recreation center at Whitefish Mountain Resort.

Our team is a tight-knit family, enjoys spending time in the great outdoors and works extremely hard to ensure everyone has access to the benefits of outdoor recreation.

### **Responsibilities**

Primary duties include:

- Strategically creating, managing, executing, and evaluating DREAM's annual development plan and fundraising budget
- Systematically identifying, cultivating, soliciting, stewarding, and acknowledging individual, corporate, and foundation donors
- Creating, planning, and managing fundraising campaigns such as Annual Giving Campaigns, a Planned Giving Program, and a Major Gifts Campaign; Playing a supporting role in our Capital Campaign preparation and execution

- Maintaining an accurate database of prospects, individual donor, foundation, corporate and donor related information for use to support all development campaigns
- Planning, implementing, and overseeing all signature fundraising events; creating a timeline, agenda, budget, marketing materials, soliciting and managing event sponsors, ticket sales, in-kind donations, venue, décor, volunteers, vendors, etc.
- Assisting with the marketing, branding, and communications for the organization, utilizing experience with marketing, public relations, direct mail, internet, and social media solicitation
- Assisting with the grants program by researching new opportunities, drafting applications, monitoring, and reporting on received foundation, corporate, and government grants
- Managing, evaluating, and reporting on development activities on a rolling basis for the Executive Director and for bi-monthly board meetings
- Collaborating closely with the Operations Specialist, Program Manager, and appropriate committees of the Board of Directors
- Supervising and coordinating volunteers for various projects and events
- Representing DREAM in a positive and professional manner
- Completing other duties as assigned by the Executive Director, which may include executive correspondence, outreach/awareness activities, public relations, marketing, social media and website management

## Qualification Requirements

- Bachelor's degree from an accredited college or university, Master's degree preferred
- Minimum three years of experience formulating and executing successful, comprehensive fundraising programs; Capital Campaign experience a definite plus
- Residence in the Flathead Valley, MT; This role will work out of our Whitefish office
- Track record of building and maintaining long-term relationships with fundraising constituents
- Proven leadership in implementing the methodologies and best practices of philanthropy
- Knowledge of adaptive recreation, and can both directly and passionately translate the organization's mission and program delivery into fundraising initiatives that garner support
- Demonstrated competence in planning, budgeting, and forecasting
- Technology savvy; Ability to learn and utilize database software, fundraising event software, and other online tools; Microsoft Office Suite, Google Suite, Adobe Creative Suite; Experience with Neon CRM a plus
- Ability to connect with, engage, gain the respect and cooperation of both internal and external constituents; corporate and foundation executives, highly visible civic, philanthropic and business leaders, individual donors, board members, program participants, staff and volunteers
- Possess established relationships with or the ability to effectively network with community-invested individuals and businesses who can assist with broadening our support circle, identifying and introducing prospects
- Outgoing personality with excellent interpersonal and professional communication skills
- Strong strategic and operational leadership skills
- A vision and passion for growing the organization
- Excellent team building skills
- Personal initiative and a strong work ethic

**Salary Range:** \$40,000 - \$58,500 depending on experience; opportunity for growth

**Benefits:** Flexible schedule, generous PTO, paid holidays, health care benefit package, outdoor recreation passes, and more!

**To apply:** Please submit a resume and cover letter to Julie Tickle, Executive Director at [jtickle@dreamadaptive.org](mailto:jtickle@dreamadaptive.org). Incomplete applications will not be accepted.

*The position is available immediately and will remain open until filled. DREAM is an Equal Opportunity Employer.*