Updated Oct. 2026

Development Director

Job Description

The mission of Family Promise of Gallatin Valley is to empower families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Our vision is that family homelessness is brief and non-recurring.

Classification: Exempt; occasional evenings and weekends, as required

Salary: $80,000-100,000 (DOE) + Benefits

Reports to: Executive Director

Location: Bozeman, MT

Position Summary

The Development Director leads fundraising and development efforts to advance the mission of Family Promise of Gallatin Valley: ending homelessness in the Gallatin Valley, one family at a time.

In partnership with the Executive Director, board of directors, staff, volunteers, donors, and community partners, the Development Director develops and implements fundraising strategies that grow philanthropic support, strengthen donor relationships, and sustain the organization's programs and services. This position plays a key leadership role in planning and executing major fundraising initiatives and building the relationships, systems, and community support needed to achieve ambitious fundraising goals.

The Development Director oversees major gifts, annual giving, grants, donor stewardship, donor-focused communications, and annual and special campaigns; coordinates board and volunteer engagement in fundraising; supervises assigned personnel; and contributes to organizational and financial planning and sustainability.

Responsibilities and Duties

Development and Fundraising — 70%

- Develop and implement annual fundraising strategies, revenue goals, evaluation metrics, and donor engagement plans in collaboration with the Executive Director and board of directors.
- Lead creation of annual and multi-year development plans, including timelines, budgets, and measurable milestones; monitor progress and recommend adjustments as needed.
- Lead the planning, coordination, and execution of special campaigns and other significant fundraising initiatives, working in partnership with the Executive Director, board, campaign volunteers, and external advisors or consultants as appropriate.

- Build and manage a development pipeline, including prospect research, qualification, cultivation, solicitation, pledge tracking, gift documentation, and stewardship for major and lead gifts.
- With input from staff leadership and board, build and articulate FPGV's compelling case for support.
- Using FPGV's CSM tool and other resources, conduct donor and prospect resources to refine appeal segmentation, tailor communications to target audiences, identify potential gift ranges, and prospect priorities.
- Partner with the Executive Director and board members to engage volunteer leadership, prepare volunteers for donor outreach, and support meaningful participation from community stakeholders.
- Cultivate, solicit, and steward individual donors, major gift prospects, foundations, businesses, and other funding partners; lead strategies to increase donor retention and expand philanthropic support.
- Lead the major gifts program, including prospect identification, relationship development, solicitation planning, and ongoing stewardship.
- Coordinate annual giving and fundraising campaigns, including annual appeals and Give Big Gallatin Valley.
- Provide supervisory oversight of grant development and administration in collaboration with the Senior Grant Writer, ensuring the identification of funding opportunities, preparation and submission of competitive proposals, and timely, accurate grant reporting. Ensure adherence to government grant requirements, regulatory standards, and compliance obligations.
- Oversee development communications, donor appeals, campaign materials, annual impact reports, presentations, and other materials that clearly communicate organizational needs, impact, and funding priorities.
- Oversee development functions within fundraising and donor-management software, including donor records, gift and pledge tracking, reporting, acknowledgments, and campaign progress.
- Maintain accurate donor information and consistent practices for gift processing, recognition, stewardship, and campaign pledge follow-up.
- Ensure fundraising and campaign activities comply with applicable state and federal requirements, donor restrictions, and organizational policies.
- Plan, coordinate, and evaluate fundraising events in collaboration with the development team and Board Fund Development Committee.
- Partner with the board development committee chair to establish priorities, prepare materials, and facilitate committee meetings; provide regular fundraising and special campaign updates to the Executive Director and board.

Marketing and Outreach — 10%

- Oversee donor-focused marketing and communications in collaboration with the Community Engagement Coordinator and appropriate staff.

- Communicate the organization's mission, programs, impact, and fundraising priorities through donor communications, presentations, media, and online channels, and tailoring messages to campaign audiences and prospective supporters.
- Support the organization's representation with the media, at community events, donor meetings, campaign briefings, and other public engagements.
- Identify opportunities to increase awareness of Family Promise and strengthen community participation in its mission.
- Ensure fundraising and campaign communications accurately reflect organizational priorities, program outcomes, and the experiences of families served.

Personnel and Team Leadership — 10%

- Supervise assigned personnel in accordance with organizational policies and applicable employment requirements.
- Participate in hiring, onboarding, performance reviews, professional development, and other personnel processes as appropriate.
- Establish clear responsibilities, goals, and performance expectations for supervised staff.
- Provide staff and volunteers with relevant training, resources, and guidance to carry out their responsibilities.
- Address performance concerns through consistent, documented processes and in coordination with the Executive Director when appropriate.
- Promote effective collaboration, accountability, and coordination across the organization.

Financial Management — 5%

- Develop and monitor the development department budget in collaboration with the Executive Director.
- Track fundraising revenue and expenses and report progress against established goals.
- Maintain clear systems for tracking gifts, pledges, payment schedules, restrictions, and expenses; coordinate with the Executive Director and finance staff to support accurate financial recording and reporting.
- Review development-related expenditures for alignment with the approved budget and organizational priorities.
- Follow established financial controls and gift-handling procedures and promptly raise financial concerns or discrepancies with appropriate leadership.

Organizational Collaboration and Professional Development — 5%

- Maintain regular communication with the Executive Director, Early Learning Center Director, Operations Director, and other staff to coordinate priorities and support organizational goals.
- Contribute to strategic planning, fundraising sustainability, capital campaign readiness, and organizational development initiatives.
- Provide information and recommendations that support leadership and board decision-making, including campaign progress, fundraising forecasts, and risks or opportunities.
- Participate in relevant professional development to strengthen fundraising knowledge, leadership skills, and nonprofit development practices.

- Complete other related duties assigned by the Executive Director.

Qualifications

Required Qualifications

- Bachelor's degree in a relevant field or equivalent professional experience.
- Demonstrated 5+ years' experience in fundraising, donor relations, development, nonprofit management, or a related professional field.
- Experience developing and implementing fundraising plans, managing projects, establishing measurable goals, and evaluating results.
- Experience successfully cultivating and soliciting major and lead gifts, including preparing for donor meetings and partnering with executive leaders and board members on solicitations.
- Strong relationship-building and communication skills, including the ability to prepare clear donor communications, proposals, reports, and presentations and to make compelling fundraising requests.
- Experience preparing grant proposals and managing foundation or corporate funding relationships.
- Experience developing fundraising budgets, tracking revenue and pledges, forecasting results, and evaluating fundraising performance.
- Experience using Bloomerang or a comparable donor-management, customer relationship management (CRM), or data-management system.
- Ability to manage multiple projects, maintain accurate records, work to deadlines, and collaborate with donors, volunteers, board members, colleagues, and community partners.
- Commitment to the mission of Family Promise of Gallatin Valley and to practices that respect the dignity, privacy, and agency of families served.

Preferred Qualifications

- Experience planning, managing, or supporting special fundraising campaign or other significant, multi-year fundraising initiatives, including planning, prospect development, major gift solicitation, pledge tracking, and donor stewardship.
- Experience supporting campaign committees, recruiting or coordinating volunteer campaign leaders, or engaging board members in fundraising.
- Experience developing campaign cases for support, gift range charts, prospect pipelines, campaign budgets, timelines, and progress reports.
- Experience supervising employees or coordinating fundraising volunteers.
- Familiarity with nonprofit governance, board development committees, and community-based organizations.
- Experience with strategic planning, organizational sustainability initiatives, or donor-management systems and campaign reporting.

Job-Related Skills and Competencies

- The Development Director must be able to demonstrate the following work-related capabilities:

- Fundraising and campaign strategy: Builds practical fundraising plans, establishes goals and timelines, develops donor pipelines, monitors progress, and adjusts strategy based on results.
- Major gift development: Builds authentic donor relationships and prepares for effective cultivation, solicitation, and stewardship conversations.
- Campaign leadership: Coordinates complex, multi-stakeholder fundraising initiatives; supports campaign volunteers and board engagement; and maintains clear accountability for deliverables and follow-through.
- Donor stewardship: Maintains accurate records, honors commitments, and implements consistent practices for donor engagement, recognition, and pledge follow-up.
- Communication: Communicates organizational impact and funding priorities clearly and persuasively to varied audiences.
- Project and time management: Organizes schedules, coordinates multiple initiatives, meets deadlines, and tracks deliverables.
- Collaboration and leadership: Works effectively across teams and with people in varied roles; establishes expectations, delegates responsibilities, and supports staff and volunteer performance.
- Problem-solving: Identifies challenges, evaluates available information, and recommends practical solutions.
- Financial accountability: Tracks budgets, gifts, pledges, and fundraising results; maintains accurate documentation; and follows established financial procedures.
- Equitable practice: Applies consistent standards, respects confidentiality, and communicates with donors, colleagues, volunteers, and families in ways that support dignity and inclusion.

Work Environment and Travel

- This position involves office-based work, meetings with donors and community partners, fundraising and campaign events, and collaboration with staff and volunteers. Occasional evening and weekend availability is required to support fundraising and community engagement activities.
- Transportation: Ability to travel to community events and donor meetings (reliable transportation required; reasonable accommodations available).
- Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions of the position.

Performance Expectations

- Performance will be evaluated in relation to established goals, assigned responsibilities, and organizational priorities. Measures may include:
- Progress toward annual fundraising and revenue goals and special campaign milestones.
- Growth in donor retention, engagement, major gifts, and overall philanthropic support, executed in collaboration with the executive director and leadership volunteers.
- Progress in identifying, cultivating, and soliciting campaign prospects and securing campaign gifts and pledges.

- Timely and accurate grant submissions, reporting, donor acknowledgments, and pledge tracking.
- Successful implementation of fundraising campaigns and events.
- Accuracy of donor records and effectiveness of stewardship practices.
- Adherence to approved development budgets, campaign budgets, and financial procedures.
- Effective supervision and coordination of assigned personnel and volunteers.
- Contribution to organizational sustainability, strategic planning, and mission advancement.
- Specific performance goals will be established in collaboration with the Executive Director and aligned with the annual budget, campaign plan, and organizational strategic priorities.

Work Environment

This position is based in Gallatin Valley, Montana, and requires flexibility, including occasional evenings and weekends for community and fundraising events.

Family Promise is a mission-driven organization that empowers families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Family Promise embraces families of all compositions, uniting our community to be a part of the solution for those experiencing homelessness. Our vibrant culture is rooted in our Core Values: Trust, Equity, Authenticity, Compassion, Respect, Passion, and Fun. We bring these values to life in everything we do, fostering an environment where both our clients and team members feel valued and inspired. Potential team members would join a collaborative environment of problem solving and innovation, while bringing an exemplary work ethic and positive attitude that is supportive to all.

Equal Employment Opportunity and Accessibility

Family Promise of Gallatin Valley is committed to equitable employment practices and a workplace that respects the contributions of people with varied backgrounds, experiences, and perspectives.

Employment decisions will be based on job-related qualifications, relevant experience, demonstrated capabilities, and the essential requirements of the position. Candidates may demonstrate their qualifications through different combinations of education, professional experience, and transferable skills.

Studies have shown that women and people from underrepresented communities often apply only when they meet every listed qualification. We encourage you to apply even if you do not believe you meet every requirement. We value that talent comes in many forms and that skills are transferable.

The organization will consider reasonable accommodations in accordance with applicable law.