



Poverello Center, Inc  
(406) 728-1809  
[www.thepoverellocenter.org](http://www.thepoverellocenter.org)

Homeless Outreach Teams  
(406) 493-7955

---

## Development Manager

### Who We Are

For over 50 years, the Poverello Center has provided a necessary safety net for our community members living in hunger and homelessness. The organization's mission is to provide food, shelter, help, and hope to all who ask. This is accomplished through advocacy, education, and a multitude of services to improve the health, well-being, and stability of people struggling with poverty and homelessness in Missoula.

We are dedicated to treating people with dignity and respect, regardless of their housing status, and envision a collaborative and supportive community in which everyone has a safe place to call home. We are committed to promoting and providing a range of services to improve the health and security of people experiencing homelessness in the Missoula community.

### Who You Are

You understand that strong relationships are at the heart of meaningful community work. You enjoy connecting with people and helping them feel part of something bigger than themselves.

You are organized, proactive, and comfortable managing multiple projects at once. You are someone who can balance the details of fundraising systems with the human side of donor relationships.

You enjoy working collaboratively and understand that development work supports the entire organization. Whether you are coordinating an appeal, tracking donor engagement, or supporting a fundraising event, you approach the work with care and follow-through.

You are right for this role if:

- You are a strong communicator in writing and in person.
- You enjoy building relationships and connecting people to meaningful causes.
- You are organized and comfortable managing multiple deadlines and priorities.
- You can manage systems and data while keeping the bigger mission in mind.
- You are passionate about community-driven work and supporting people experiencing homelessness.

## **What You'll Do**

As the Development Manager, you will lead and strengthen the Poverello Center's fundraising efforts. You will oversee donor stewardship, fundraising campaigns, and development systems that allow the organization to grow and sustain community support.

The Development Manager works closely with the Executive Director and the Development team to ensure strong communication with donors and thoughtful follow-through with supporters.

### **Donor Relations and Stewardship**

- Manage donor relationships and maintain regular communication with supporters.
- Ensure timely acknowledgement and stewardship of gifts.
- Oversee the accuracy and integrity of donor records in the database, including supervising data entry and performing entry as needed.
- Assist with donor meetings and follow-up communication.
- Build and maintain long-term relationships with individual donors.

### **Fundraising Campaigns and Appeals**

- Coordinate annual fundraising appeals and giving campaigns.
- Support the planning and execution of fundraising initiatives.
- Track fundraising progress and donor engagement.
- Assist with donor communications that share the impact of community support.

### **Development Operations**

- Own and manage the organization's donor database, ensuring records are current, accurate, and well-maintained.
- Supervise and support donor data entry, maintaining consistent standards for data hygiene and gift processing.

- Generate reports and lists for fundraising and donor outreach.
- Coordinate donor mailings and communication lists.
- Continuously improve development processes and systems.

## **Community Engagement**

- Lead the organization's community engagement efforts, including developing and managing partnerships with community organizations, businesses, and civic groups. • Drive outreach strategy to grow awareness of and support for the Poverello Center's mission.
- Represent the organization at community events, meetings, and public forums.
- Plan and coordinate fundraising and community events that deepen community investment in the organization's work.
- Identify and cultivate new relationships that expand the organization's base of support.

## **Grants and Institutional Support**

- Assist with identifying grant opportunities.
- Coordinate grant submissions and reporting timelines.
- Maintain a calendar of grant deadlines and reporting requirements.

## **Communication and Collaboration**

- Work closely with leadership and program staff to share the impact of the organization's work.
- Support development messaging that highlights the role of community support in advancing the mission.
- Serve as a point of contact for external communications, including media inquiries, and help maintain consistent, mission-aligned messaging across channels.
- Other duties and special projects as directed by the Executive Director.

## **Qualifications**

- Bachelor's degree in a related field preferred.
- Three years of relevant experience in development or a similar role with supervisory responsibilities in a nonprofit or direct-service setting strongly preferred.
- Equivalent combinations of education and experience considered.

## **Keys to Success**

Poverello staff are adaptable, compassionate, creative, and flexible problem solvers. We are empathetic individuals who are committed to racial equity, social justice, and treating each other — and the communities we serve — with respect.

### **We are seeking someone with:**

- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Experience working with donor databases or CRM systems preferred.
- Comfort with Microsoft Office, Excel, and Google Drive.
- The ability to work independently while collaborating with a small team.
- Attention to detail and a commitment to accurate data and reporting.
- Adaptability and openness to learning new systems and tools.

## **What Else You Should Know**

The Poverello Center is an equal opportunity employer, and we do not discriminate on the basis of race, religion, color, sex, age, national origin, gender, marital status, sexual orientation, military status, or disability. We value having staff who come from communities of diverse perspectives and have lived experience. We encourage people of color, indigenous folx, members of the LGBTQ community, and people with disabilities to apply.

This position is full-time, based on 40 hours per week, and may require occasional evening or weekend availability for events. The position reports to the Executive Director and is based at the emergency shelter in Missoula, Montana.

The wage range for this position is \$60,000–\$63,000 DOE.

In addition, this position includes the following benefits:

- Paid time off, which allows you to relax and recharge and/or empowers you to stay home and focus on your health without losing pay.
- 12 paid holidays throughout the year.
- Full-time employees can choose from two different health insurance plans, as well as dental and vision policies. The Pov also offers a Traditional IRA plan, where the organization matches 3%.
- An employee assistance program (EAP) that offers confidential counseling, legal, and financial assistance.
- The Poverello Center staff fosters a supportive and strength-based work environment.

How to apply: Via Indeed:

[https://www.indeed.com/viewjob?jk=a0a1fd0671bbc1a6&from=shareddesktop\\_copy](https://www.indeed.com/viewjob?jk=a0a1fd0671bbc1a6&from=shareddesktop_copy)