



Development Coordinator Job Description

Job Description: The Development Coordinator is a key member of Soft Landing Missoula's fundraising team and plays a central role in maintaining the systems, relationships, and communications that fuel our mission. This position is ideal for someone who thrives on keeping things running smoothly—someone who finds satisfaction in precision, enjoys working behind the scenes to make sure nothing falls through the cracks, and who is equally energized by the creativity and people-centered nature of nonprofit development work.

At its core, this role is about structure and consistency: managing donor data with accuracy and integrity, ensuring timely donation acknowledgements, and providing essential administrative support that keeps our team humming.

A great fit for this position is someone who is highly organized and detail-oriented, and who also enjoys interacting with a diverse community and supporting an evolving and dynamic fundraising strategy. This position offers the opportunity to grow professionally within a mission-driven, collaborative, and joyful work environment. Our ideal candidate enjoys both the routine and the unexpected, the spreadsheets and the stories.

As part of the Development Team—alongside the Donor Engagement & Impact Director, Executive Director, Deputy Director, and other program staff and volunteers—this person will be instrumental in expanding our fundraising capacity and deepening our community engagement. This position has room to evolve, with new responsibilities and opportunities shaped collaboratively around the team's needs and the Development Coordinator's skills, strengths and interests.

This individual will join a passionate, collaborative, and fun team, playing a vital role in helping Soft Landing Missoula build a Missoula where refugees and immigrants feel a sense of belonging, build stable and fulfilling lives, and share in a beautiful exchange of culture, resilience, and community.

Reports to: Donor Engagement & Impact Director

Benefits: Generous benefits package includes health and dental insurance (individual premium paid in full by Soft Landing Missoula), 12 paid holidays, 4 weeks paid vacation, 2 weeks paid sick leave, parental/medical leave, and flextime in a friendly office that believes in an appropriate work/life balance.

Wage: 40 hours / week at \$20.00 / hour

Work Environment: This person works primarily in the Community Center with some flexibility for work from home hours as needed. Open hours for the Community Center vary seasonally. Some night and weekend hours are required.

About Soft Landing Missoula: Since 2016, Soft Landing Missoula has partnered with our community to provide supportive services and welcome for refugees and immigrants in Missoula, working together to create a home where new neighbors can integrate and thrive. We believe in a world where refugees and immigrants have opportunity, dignity, and the freedom to build the life they wish to live as members of a welcoming community. Our values of community, equity, creativity, kindness, trust, and joy guide in this work of welcome. Soft Landing Missoula operates as a project of Social and Environmental Entrepreneurs, a 501(c)3 nonprofit organization providing fiscal sponsorship.

Core responsibilities:

1. Database Management & Analysis

- Oversees all tasks related to data entry, quality and integrity. Ensures the records in the donor database - are accurately kept and regularly maintained.
- Creates and pulls reports from the donor database to support any needs related to donor stewardship, events, and solicitation mailings / emailings.
- Collaborates on monthly income reconciliation between donor database (Salesforce) and accounting software (Aplos).
- Ensures accurate and timely data entry following interactions with donors. Performs data entry and notes on an ongoing basis in the donor database.
- Prepares monthly and quarterly reports to evaluate progress toward development goals.

2. Gift Processing & Donation Acknowledgement

- Prepares and reconciles deposits with Soft Landings' donor database and accounting software.
- Ensures gift processing is timely and acknowledgments are prepared and sent on a weekly basis (or more frequently during periods of high-volume donations.)
- Regularly updates content of acknowledgement letters, emails, and other donation-related correspondence.
- Provides administrative support to the Development Team including scheduling meetings, processing invoices and reimbursements, and other routine administrative tasks.

3. Corporate & Individual Donor Relations

- Coordinates and executes direct mail campaigns that occur two to three times each year.
- Supports donor stewardship and retention efforts by assisting with periodic written and verbal communications to individual, corporate and foundation supporters.
- Works collaboratively with the Donor Engagement & Impact Director to provide support in achieving goals set forth in an annual fundraising plan that incorporates a range of strategies including direct mail appeals, email / social media appeals, donor newsletters, and events.
- Coordinates and executes soliciting and stewarding corporate sponsors. This includes designing and developing print and digital assets for sponsorship opportunities, ensuring all sponsorship recognition is fulfilled, as well as preparing follow up reports to all corporate partners.

4. Administrative Support

- Outside of development duties, this position also provides administrative support to the team including tracking and ordering office supplies, tracking and uploading financial receipts and processing in-kind donation receipts.

Additional responsibilities include:

- Helps plan and implement house parties, fundraising events, supporter town halls, and major events such as the annual fundraising benefit luncheon—including event logistics, guest communications, and creative storytelling elements.
- Participates in intentional learning efforts, including events and opportunities related to understanding and dismantling institutional racism, building cultural humility, and community centric fundraising.

Preferred qualifications:

- A minimum of 2 years' experience in a nonprofit organization;
- Ability to establish and meet deadlines and experience in setting and achieving fundraising goals;
- Exceptional attention to detail and accuracy with a commitment to good customer service, confidentiality, and accuracy of sensitive records;
- Strong written and verbal communication skills;
- Skilled in managing projects with the ability to work independently and part of a team to accomplish tasks and move processes along to achieve a larger goal;
- Self-motivated with the ability to prioritize and manage multiple projects simultaneously and meet deadlines;
- Proficiency with office technology, including Microsoft Office, Google Suite;
- Experience using any database for data entry and reporting purposes (we use Salesforce);
- Comfort and ease interacting effectively and compassionately with a wide range of individuals from diverse backgrounds;
- Passion for refugee resettlement and immigration in Missoula;
- Knowledge of and values alignment with contemporary movements in the philanthropic sector, such as community-centric fundraising, decolonizing wealth, and more.

To apply: Email resume, one-page cover letter and list of 3 references to info@softlandingmissoula.org. PDF format preferred.

Not sure you meet 100% of the qualifications? If you believe you could excel in this position, we encourage you to apply.

Application review will begin on July 9, 2025. Applications after that date are encouraged and will be accepted and reviewed until the position is removed from the Soft Landing Missoula job openings page. We are hoping for a start date in August/September 2025.