



## DEVELOPMENT ASSOCIATE JOB SYNOPSIS

Full job description can be found [here](#).

### POSITION OVERVIEW

The ACLU of Montana seeks a full-time Development Associate to support our major gifts program. Reporting to the Director of Philanthropy, this role manages day-to-day development operations including donor database management, contribution processing, donor acknowledgments, and revenue tracking. The position also coordinates system improvements and special projects like mailings and events.

Ideal candidate: Detail-oriented, data-driven professional with strong organizational and communication skills. Understanding of or experience working within a mission-driven organization and ability to manage multiple priorities in a collaborative team environment are essential.

*We encourage applications from candidates with historically excluded identities who believe they could excel in this role.*

### COMPENSATION AND BENEFITS

This position is full-time, exempt, and will pay an annual salary of between \$73,000 and \$77,000, depending on experience. Excellent benefits offered, including health, vision and dental insurance, short and long-term disability and life insurance, 401(k) retirement plan and employer matching, and generous vacation, holiday, sabbatical, and family and medical leave policies. Relocation reimbursements for actual moving expenses are available up to \$4,000, contingent on two years' employment. A monthly reimbursement for personal mobile phone and internet is offered to all ACLU employees. The ACLU of Montana also invests in each staff member's professional development.

The position is fully remote, based anywhere in Montana. There is optional access to co-working spaces in select cities. Candidates based in other states must be willing to relocate to Montana within the first three months of the start date. All

staff are required to meet quarterly for in-person workdays held across the state. Additionally, this position will require travel for occasional events across the state. ACLU of Montana pays for work related travel expenses, including in-person days.

## **APPLICATION PROCEDURE**

All applications are treated confidentially. Please email your application to [jobs\[at\]aclumontana.org](mailto:jobs[at]aclumontana.org) and include “Development Associate” in the subject line of your email / envelope. Please submit (in pdf format, if possible):

1. A cover letter (of no more than one page) describing your interest in the position and the ways in which you satisfy the qualifications specified above. Please indicate in your letter where you learned about this position.
2. Resume.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing to [jobs\[at\]aclumontana.org](mailto:jobs[at]aclumontana.org) to request reasonable accommodation at the time of application.

## **HIRING PROCESS**

Application review will start July 21, 2025. Applications after that date are encouraged and will be accepted on a rolling basis until the position is removed from the ACLU-MT [Careers](#) page. Our preferred start date is before September 30, 2025.

Our hiring process is managed by a dedicated hiring committee and HR staff. The steps for finalist selection include a screening call by HR staff, videoconferencing interview with the hiring committee, a compensated assessment/work sample exercise, a final interview (via videoconferencing), reference calls for the selected finalist, decision and making a job offer to the finalist candidate. We commit to regular communication with all applicants throughout the process, will apprise candidates of next steps as appropriate, and will promptly communicate any change in timeline.

To learn more about the work of the ACLU-MT, please visit [www.aclumontana.org](http://www.aclumontana.org).