

Fund Development Manager

Full-Time-Hybrid | Reports to Executive Director



Position Summary

Since 1984, Challenge Mountain has enriched lives and empowered people living with disabilities through adaptive recreation. We are expanding our team as we continue to work toward achieving our vision of communities where people with disabilities engage in social and lifelong leisure activities, community events and cultural experiences, in a welcoming environment year-round! Challenge Mountain is seeking a driven, relationship-oriented Fund Development Manager to grow our fund development program and amplify our mission. In this important position, your efforts will support Challenge Mountain in increasing engagement among current and potential supporters. You will work closely with the Executive Director to shape fund development strategy, cultivate and steward valuable relationships, secure grants and tell our story.

Essential Responsibilities

Fund Development

- Support the development of the annual fund development plan including multi-year funding strategies aligned with current strategic plan goals and objectives
- Develop and lead donor cultivation, stewardship and annual giving strategies
- Manage all donor communications including solicitations, acknowledgments and follow-up
- Research, write and submit grant proposals and maintain a grant calendar with deadlines and deliverables
- Manage, track and analyze donor data using Neon CRM and develop dashboards to monitor donor activity and revenue goals

Marketing & Communications

- Oversee and inform external marketing, communications and community outreach efforts
- Ensure consistent messaging across all platforms and materials
- Collaborate with program and resale store staff to highlight community impact

Leadership & Organizational Engagement

- Partner with the Fund Development Committee to plan events and support fundraising efforts
- Prepare reports related to fund development activity and progress for the Executive Director
- Support board engagement in fund development activities in collaboration with Fund Development Committee Chair

Experience Required

- 3 - 5 years of fund development experience in a nonprofit setting with a track record of results
- A bachelor's degree in nonprofit management, communications, marketing, business or a related field - candidates with equivalent experience will be considered
- Experience working in donor databases and CRM systems including knowledge of key administrative functions
- Strong grant prospecting and writing experience
- Knowledge and ability to apply fund development best practices
- Working knowledge of prospect identification, cultivation and stewardship process
- Proficiency with Google Suite and Microsoft Office

Skills Required

- Commitment to non-profit work and understanding of unique environment and needs
- Excellent interpersonal communication and relationship building skills
- Strong written and verbal communication skills — *you can tell a compelling story*
- Self-driven learner with the ability to follow through and complete assigned tasks
- Confident working and collaborating remotely
- Ability to meet deadlines and work both independently and collaboratively
- Attention to detail and ability to ensure accuracy and data integrity
- Optimistic, enthusiastic and proactive approach to challenges
- Strong project management and problem-solving skills

Why Challenge Mountain

Based in Boyne City serving northern Michigan and beyond, Challenge Mountain offers a wide variety of year-round recreational opportunities for people living with disabilities. Outdoor recreation includes downhill skiing, adaptive skiing, equine therapy, cycling, kayaking, fishing and adventure ropes course activities. Cultural and community activities include art, music and dance classes. Spirit Day Camp is offered each summer and includes social events such as bowling, putt-putt golf, concerts and movie nights allowing campers to participate in community events and activities while enjoying time with friends.

Challenge Mountain programs are designed to promote each person's potential while cultivating social and emotional well-being. All programming is centered on having fun, making and sustaining friendships, building confidence and independence and, most importantly, fostering positive and hopeful expectations for living a full life. At Challenge Mountain, participants gain personal fulfillment through feeling a sense of accomplishment and acceptance which translates positively into their everyday lives. Our programs are not just about having fun on a boat ride, climbing a ropes course or skiing down a hill. They are about positive individual and group development and building social and character skills while transforming participants' views of themselves and their abilities. At Challenge Mountain we believe that all people, regardless of ability, should have opportunities to experience life and adventure and in doing so realize their personal value, strengths and abilities.

Reach for the stars, anything is possible and the sky's the limit are phrases we all want to hear and believe. At Challenge Mountain these words are put into action and their power is instilled in every program participant. Challenge Mountain offers everyone an opportunity to show support, take risks, conquer challenges and achieve their greatest potential – together. From our valued participants to our volunteers, staff, families and friends, it's the people who make the difference!

Compensation

\$65,000 - \$75,000 (commensurate with background and experience) + Benefits

How to Apply

Submit resume and cover letter to challengemountain1984@gmail.com with "Development Manager" in the subject line. The deadline to apply is 5:00 PM, September 8, 2026.

Challenge Mountain is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Are you ready to make a difference? We'd love to hear from you!