



Educate a girl. Change the world.

Central Asia Institute's Mission is to advance education and livelihood skills, especially for girls and women, in remote and mountainous regions of Afghanistan, Pakistan, and Tajikistan.

We envision a world in which women and girls have the education and skills to unlock their full potential and contribute to a better, brighter future for themselves and their families, communities, and countries. We aim to achieve these lofty goals by creating a work environment based on our Core Values of:

Integrity and Accountability
Transparency
Cooperation
Commitment
Humility and Compassion

Do you want to join us on our journey?

CAI is looking for a Development Manager who is passionate about changing the world and desires to provide extraordinary service to donors. The Development Manager is a problem solver, loves to learn, and has a high level of focus and accuracy. Email a cover letter and resume to Anne Donovan at anne@donovanhrsolutions.com.

In this job, the Development Manager will:

- Increase community awareness and support CAI by coordinating and managing campaigns and stewardship mailings
- Help cultivate, steward, and expand the relationships between CAI and its donors and the community
- Steward a portfolio of donors
- Plan, prepare, and execute logistics for all CAI donor campaigns
- Work closely with the development and communications team to develop fundraising strategies
- Develop and maintain efficient systems for data
- Compile data and prepare reports for CAI's development team and others

- Design and execute data integrity projects and automation processes in DonorPerfect, the donor database
- Assist the Director of Development with prospect research
- Mentor the Development Associate

The ideal candidate has:

- 3-5 years of previous nonprofit experience
- Bachelor's degree in relevant field
- Experience working with Microsoft Office and able to learn new software
- Prior experience working with a CRM, preferably DonorPerfect
- Strong analytical and problem-solving skills
- Excellent time management
- Enthusiasm and a commitment to excellence

CAI offers:

- A competitive salary.
- Paid vacation
- Personal leave
- Health benefits including Dental and Vision
- 403(b) with a generous match.

This position reports to the Development Director and works closely with the Development Associate and the rest of the CAI team. Salary range for this position is \$59k-\$63k, annually.

CAI is located in Bozeman, Montana and the ideal candidate will be able to work on-site. Preference is given to Montana residents, though CAI will consider remote work for the right candidate. Email a cover letter and resume to Anne Donovan at anne@donovanhrsolutions.com

Visit <https://centralasiainstitute.org/> to learn more.

Central Asia Institute is an Equal Opportunity Employer and does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, age, sex (including gender), sexual orientation, marital status, disability status, military status, or any other characteristic protected by law.