

## Job Announcement

### Program Officer, Women's Foundation of Montana

**The Women's Foundation of Montana is looking for a new Program Officer. The successful candidate should be a rock star who is committed to advancing economic self-sufficiency for Montana women, and helping create a brighter future for Montana girls. We are looking for someone with a passion for women's opportunities, the energy to dig in and do the work across Montana, excitement about possibilities, and proven track record of success. Intrigued? Read further.**

**Reports to:** President & CEO

**Classification:** Exempt

**Salary:** \$55,000 - \$65,000 DOE

#### Job Summary

The Women's Foundation of Montana (WFM) is a mission-specific program of the Montana Community Foundation, Inc., (MCF). WFM is committed to increasing economic independence for Montana women and creating a brighter future for Montana girls. The work is accomplished through systems change fueled by effective grant-making, sponsored research, advocacy, and special projects.

Historically, raising current operating funding has been necessary to achieve the goals. Because of a generous challenge grant issued by the Chambers Initiative, WFM has the opportunity to ensure the program's long-term financial viability with successful completion of a \$1 million fundraising effort to support WFM's endowment. In partnership with MCF staff and the Committee, meeting the endowment match will be a key focus of the position. In addition, the Program Officer will focus on carrying out the programmatic priorities of WFM.

The Program Officer works with a diverse group of people to achieve the objectives. These include other MCF staff members, the WFM Advisory Committee, AmeriCorps VISTA volunteers, and other volunteers. As this position is focused on Montana and Montana relationships, the Program Officer should have a personal connection to *The Last Best Place*.

MCF's mission is to *Create a Culture of Giving so Montana Communities Can Flourish*. This mission is accomplished through a strong team effort that focuses on collaboration, empowerment, and professional excellence. MCF places equal emphasis on an employee's skills and an employee's attitude, recognizing the combination of exceptional skills and a positive, respectful attitude make MCF a special environment for its employees and constituents. To that end, our employees must have a positive attitude and engage in constructive and appropriate communication. Employees must treat their employer, its constituents and each other with respect always. Each employee is a vital part of MCF's team and plays an integral role in meeting our goals.

## **Essential Duties, Responsibilities and Expectations**

### **Program Leadership and Administration**

**50%**

- Understand and advocate for the issues that influence economic self-sufficiency for Montana women, and recommend policy-change and investment, to remove barriers to women's economic success.
- Work with the advisory committee, staff, and volunteers to define a program that best accomplishes the mission.
- Build relationships with organizations, funders, and educational and governmental entities, that have similar goals and can become partners.
- Oversee the administrative functions of WFM in partnership with MCF staff, including: maintaining records in accordance with MCF procedures, developing the annual operating budget in collaboration with the advisory committee chair and the controller of the Montana Community Foundation, managing contracts and working with consultants.
- Coordinate grantmaking to ensure objective evaluation, program results, and time-effective grants administration.

### **Fundraising**

**25%**

- Implement, and bring to completion the endowment campaign, a comprehensive fundraising effort to successfully meet the Chambers Challenge grant by June 30, 2025.
- In partnership with the Communications and Outreach Department, and the WFM Advisory Committee, develop and execute an annual fundraising plan that ensures sufficient annual operating revenue. This may include direct mail appeals, social media appeals, corporate partners fundraising efforts, grants, and earned income.

### **Communication and Outreach**

**15%**

- Be a spokesperson to elevate awareness of the need for economic self-sufficiency for Montana women and the work of WFM, as well as a thought leader voicing Montana's women's needs and recommending policy-change and investments to meet those needs.
- In partnership with MCF's Communication and Outreach department, use all media types to maintain and build relationships with constituents, including the WFM and PowerHouse websites, Facebook pages, blogs, and other media as needed.

### **Committee Support**

**10%**

- Foster effective, sustained relationships with advisory and ad hoc committee members to attract and motivate volunteer leadership.
- Work with the advisory committee chair to plan and prepare for meetings and support ad hoc committee chairs as needed.
- Help identify and recruit new advisory committee members and members to ad hoc committees. Facilitate implementation of the strategic and fundraising plan.

## **Competencies**

- Passion for the mission and work of the Women's Foundation of Montana.
- Understanding of the issues that influence economic self-sufficiency for all women, and those that are specific to Montana women.
- Proven track record of annual, major and campaign fundraising from individuals and organizations, including grant writing.
- Confident, articulate, and persuasive public speaker.
- Excellent written communications skills.

- Experience with volunteer recruitment, engagement, and coordination.
- Experience sponsoring research and communicating results.
- Experience creating and leading collaborative goal-oriented teams.
- Experience participating in advocacy efforts.
- Ability to work effectively in a shared leadership work environment.
- Excellent ability to prioritize competing projects and effective time management skills required. Impeccable follow-up on commitments.
- Innovative problem-solver, inclusive, relationship-builder, independent, self-motivated, visionary, fearless, sense of humor, and organized.
- Self-starter who can focus on and achieve goals.
- Excellent attention to detail and ability to work quickly and accurately with multiple time-deadlines.
- Ability to maintain strict confidentiality.
- Ability to work with diverse populations, interact with and motivate a wide variety of people including staff, volunteers, donors, grantmakers and grantees.

### **Education and Experience**

- Bachelor's degree or equivalent in a related field.
- 3 years' professional fundraising experience.
- 3 years' work experience in a nonprofit organization.

**Supervisory Responsibilities:** This position may supervise an AmeriCorps/VISTA.

### **Benefits**

MCF offers a competitive benefit package. Full-time regular employees are eligible to participate in group medical, dental and vision coverage; 401(k) retirement plan; Health Savings Account; and short-term and long-term disability coverage as well as a generous PTO program.

### **Travel**

Typically, this position requires up to 50% travel. However, due to the COVID pandemic, travel is limited. Travel is often outside the local area and overnight.

### **Location**

This position could be based anywhere in Montana.

### **How to Apply**

To apply for this position, submit a **cover letter, current resume, and three professional references** to [daphne@mtcf.org](mailto:daphne@mtcf.org). Applications can **only** be submitted **by email**. Review of candidates will begin January 4<sup>th</sup>, 2021.