

Are you looking for something meaningful to do with your time?

Musselshell Valley Community Foundation (MVCF) is seeking a community-minded, enthusiastic individual to help grow our membership base and awareness of our mission while building our endowment. We have a one-year, part-time contract position available with potential for continuation and growth.

MVCF Community Development Coordinator Contract Position

Reports to: Musselshell Valley Board of Directors

Description of Position: In support of the Foundation's mission, the Community Development Coordinator will work closely with the Musselshell Valley Community Foundation Board to develop and implement MVCF's strategic direction and fundraising and marketing plans.

Duties and Responsibilities:

- Represent MVCF and promote the mission and vision of the foundation throughout the community.
- Increase the community's exposure to the work of MVCF.
- Serve as the primary liaison between MVCF and community partners, stakeholders, MVCF members, local businesses and the public sector.
- Work with MVCF board in creating a strategic fund raising plan.
- Work with MVCF board to expand membership by 100 members (currently around 100 members) to help fund operating expenses, while exposing more citizens to goals and purposes of MVCF.
- Working with MVCF board and partners (i.e. Montana Community Foundation and Billings Community Foundation), to improve gift development.
- Build a strategic work plan for developing a planned giving program for the purpose of growing MVCF's endowment.
- Implement one planned gift before the end of 2017.
- Research potential funding sources, such as corporate, family and charitable foundations. When appropriate apply for funding.

Requirements:

- Proven and progressively responsible program management skills including strong organization skills
- Creative and effective problem solving and consensus building skills
- Excellent communication skills, both written and oral
- Ability to work in a fast-paced environment with competing demands while maintaining integrity of work product
- Ability to work with diverse populations, interact with and motivate a wide variety of people
- Strong sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation
- Possibility-oriented mindset

Qualifications:

- B.A./B.S degree or equivalent work experience
- Experience in organizing and coordinating multiple projects simultaneously.
- Must be capable of analyzing complex and competitive environments in order to conceive, develop and implement strategies
- Solid computer literacy in Microsoft Office, social media, and database management (spreadsheets, word processing, email, etc).
- Willingness to work evenings, weekends and travel extensively.
- Strong analytic, interpersonal and networking skills.
- Effective team player as well as being independent and self-motivated.
- Ability to maintain strict confidentiality.
- Deep interest in and commitment to the work of the Musselshell Valley Community Foundation and the Musselshell Valley Community.

Contract Rate: \$20/hour

How to Apply: By Friday, April 28th email one PDF document containing a cover letter, resume/CV, and 3-4 references (include phone numbers and email addresses) who can attest to your abilities, especially in relations to fulfillment of the duties of this position. In your cover letter include a brief response to the following: 1) Why do you want this contract work? 2) Give an example of a project that you have worked on that shows why you would be the best applicant for this work? Email PDF to billmiltonmt@gmail.com.

The subject heading of your email should read: Community Development Coordinator Application. Include last name and first name as the beginning of the PDF file name (ex. Smith John - Community Development Coordinator Application). Failure to follow these instructions when applying will result in your application disqualified. For questions, please call Theresa Doumitt at 323-3793 or Bill Milton 323-1771.