

MVCF Community Development Coordinator Contract Position

Reports to: Musselshell Valley Community Foundation 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 (MVCF) Board to develop and implement MVCF's strategic direction and fundraising and marketing plans.

Duties and Responsibilities:

- Work with MVCF board in creating a strategic fund raising and membership plan

- Work with MVCF board and partners (i.e. Montana Community Foundation and Billings Community Foundation) to improve gift development

- Build a strategic working plan for developing a planned giving program for the purpose of growing MVCF's endowment.

- Work with Board members to implement one planned gift in first year of contracted work.

- Research potential funding sources and apply for funding to sustain the future contract expenses of the Community Development Coordinator position.

- Serve as a liaison between MVCF and community partners, stakeholders, MVCF members, local businesses and the public sector.

- Report quarterly to the MVCF Board regarding progress on assigned duties and goals.

- Attend monthly board meetings

- Other duties as requested by MVCF Board

Requirements:

- B.A. / B.S. degree or equivalent work experience
- Solid computer literacy in Microsoft Word, Excel, social media, email and database management.
- Willingness to work evenings, weekends and travel, if necessary

Contract Rate: \$20/hour - The coordinator position is a contracted position-no salary. The candidate will need to establish they have the paperwork from the state affirming he or she is an independent contractor in good standing. We will have \$15,000 to initially support this position. The selected candidate will need to understand their important lead role in raising money for sustaining his or her position.

How to Apply: By Friday, October 20th 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 **and** tdoumitt@hotmail.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.