

Spanish Peaks Community Foundation – Community Engagement Director

The Spanish Peaks Community Foundation is hiring a Community Engagement Director.

The Spanish Peaks Community Foundation (SPCF) is a tax exempt, non-profit, publicly supported philanthropic organization founded by the members of the Spanish Peaks Mountain club in 2014. Headquartered in Big Sky, Montana, the Spanish Peaks Community Foundation (SPCF) strategically directs the generous contributions of our members to support and enhance the quality of life of those living in the greater Big Sky area. SPCF provides grants to local organizations and projects that deliver direct community services, educational support, affordable access to outdoor resources and recreation, and cultural opportunities that enrich the greater Big Sky community.

The Community Engagement Director will be the first full time director and sole employee of the SPCF. The Community Engagement Director shall be responsible for the handling of all the daily affairs for the foundation while directly supporting the foundation's volunteer Board of Directors in conducting SPCF business. The duties of the Community Engagement Director will span from administrative in nature to that of a visible community leader responsible for representing the SPCF and the Spanish Peaks Mountain Club members, both independently and in conjunction with Board members, in collaborative community projects, at public meetings and/or community events. The Community Engagement Director will be expected to both understand and support the goals and mission of the SPCF, ensuring that current programs and operations are successfully executed, while also assisting the Board to grow the resources and impact of the foundation.

Job Responsibilities:

General Office:

Responsible for keeping the foundation organized and running efficiently.

- Responsible for the maintenance & communication of the organization's calendar.
- Responsible for creating and maintaining the organization's donor database, as well as a grantee database with both historical and current information.
- Responsible for managing website updates and coordination with website developer.
- Responsible for the maintenance of all organization's marketing assets: logos, photography, past promotional materials, etc.
- Responsible for grant organization and fact gathering. Includes assembling the summary of grant requests and creation of spreadsheets for Board review prior to grant cycle meetings.

- Shall support the Board officers and members in maintaining and retaining document storage according to the foundation's bylaws. These documents include, but are not limited to: Board minutes, Board agendas, Board member list, event history, annual reports, tax returns (990s), etc.
- Shall provide Board and/or Board Committee support as directed by Board Chair, including preparation of reports as requested by the Board.

Communication:

Responsible for handling of all day-to-day communications for the organization.

- Responsible for executing to the organization's communication plan. This includes coordinating all mailings & communications, writing thank you notes, tax letter preparation, quarterly newsletters, annual report preparation, annual fundraising campaign, and invitations to upcoming events and/or other communication necessary to maintain operations and further the impact and success of the SPCF.
- Responsible for responding to email inquiries or routing them to the responsible Board member, scheduling meetings, writing letters, and preparing and proofreading draft communications.
- Responsible for taking Board meeting minutes and for following-up on action items with action item owners.
- Responsible for the delivery of grant communications to the applicants and collection of signed grant contracts, as directed by the Board Chair.
- Job may include social media communications, as directed by the Board or committee, as well as the opening & sorting of mail and delivery to the appropriate Board member.

Financial:

Responsible for handling of basic bookkeeping responsibilities for the foundation.

- Responsible for the tracking of donations (income), making bank deposits, generating checks to pay vendors or for grants and monthly bank reconciliation under the supervision of the Board Treasurer.
- May be asked to support updating financial records or preparing monthly financial statements for the Board Treasurer.

SPCF Annual Activities/Events:

- Represent SPCF in community activities and events, including in the months/weeks leading up to and including the SPMC's Annual Meeting, the Holiday Wine Party, the July 4th Member Golf Tournament, the Peaks Cup Golf Tournament in September, the annual fundraising campaign (October - February) as well as leading up to and supporting the Spring and Fall grant cycles.

Job Qualifications:

- Applicant must be a self-motivated and self-directed worker with strong attention to detail.
- Applicant must possess excellent organizational, written and oral communication skills.
- Strong teamwork, networking and problem-solving skills.
- Working knowledge of administrative and clerical procedures and systems such as website maintenance, word processing, bookkeeping, managing email, managing files and records and social media.
- Skilled knowledge of Microsoft office products required – Word, Excel, Outlook, Publisher and Power Point.
- Applicant shall be willing to submit a weekly timesheet.
- Applicant must have a positive, friendly and fun demeanor and enthusiasm for the SPCF mission.

Education and Experience:

- Five or more years of related work experience, demonstrating exceptional organizational and communication skills and how they were utilized.
- Proven experience using communication and organizational skills to accomplish goals.
- Proficiency with technology and computer software applications required.
- Non-profit organization experience and fundraising and event management experience strongly desired.
- High school diploma or GED required. Formal training at vocational schools, colleges or universities desired. College degree clearly acceptable.

Compensation & Benefits:

Salary Range: Between \$50,000 and \$60,000 depending on experience.

Benefits: Health insurance, paid time off, a 401(k) plan, and a Big Sky ski pass. Details provided at time of offer.

If you are interested in applying for this position, please submit your resume, summary of qualifications and contact information to info@spanishpeaksfoundation.org Attention: Jennifer Lammers, Executive Committee, Member at Large, Board of Directors. Position will remain open until filled.