

Job Announcement

Communications Associate

July 2, 2020

Reports to: Communications & Outreach Manager

Classification: Non-Exempt

Salary Range: \$40,000-\$45,000 DOE

Position Summary

In support of MCF's mission, the Communications Associate is an integral part of a team of professionals dedicated to serving Montana through philanthropy. This position is a non-exempt staff position that reports to the Communications and Outreach Manager. As a key member of the Communications and Outreach team, the Communications Associate supports all aspects of communication, content production, and targeted outreach. This position helps to promote and disseminate key Foundation messages through publications, web platforms, videos, social media, events, and marketing campaigns.

MCF's 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 at all times. Each employee is a vital part of MCF's team and plays an integral role in meeting our goals.

Essential Duties, Responsibilities and Expectations:

Below are the expected duties and responsibilities of the position under the direct supervision of the Communications & Outreach Manager.

- Assist with social media efforts to increase digital reach.
- Help generate content and edit online newsletters, marketing materials, and press releases.
- Support fundraising efforts, through appeals and online fundraising campaigns, for the following funds:
 - The Women's Foundation of Montana
 - Montana Veterans Fund
 - Scholarship Fund
 - Montana Disaster Relief Fund
- Assist with website development and content management.
- Provide design and layout for publications and online material.
- Work with the Communications and Outreach Manager and program staff to establish effective communication strategies and useful metrics.

Competencies

- Excellent written and verbal communication skills
- Ability to meet deadlines and effectively manage multiple tasks
- Good eye for design and layout
- Ability to organize and analyze data
- Knowledge in fundraising
- Excellent attention to detail
- Highly organized
- Ability to work well in a team-oriented environment

Education and Experience

- Minimum of two years' relevant professional communications experience
- Experience with social media and online marketing campaigns
- Working knowledge of Adobe Creative Suite, particularly InDesign
- Experience with website development
- Fundraising experience preferred
- Experience with Google Analytics or other audience measurement tools
- Experience with Microsoft Office (especially Word, Excel, PPT)
- Bachelor's degree required, preferably in marketing, communications, public relations, or journalism.

Supervisory Responsibilities

This position has no supervisory responsibilities.

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

Occasional travel may be expected.

How to Apply

To apply for this position, submit a **cover letter, current resume, three references, and three work samples that demonstrate your aptitude in writing and design** to daphne@mtcf.org. Applications can only be submitted by email. Review of candidates will begin July 27, 2020.