Job Announcement

Philanthropy Officer
Montana Community Foundation
Montana Office of Gift Planning

Date: July 6, 2020

Reports to: President & CEO

Classification: Exempt

Salary: $60,000 - $80,000 DOE

Position Summary:
The Philanthropy Officer is an integral part of a team of professionals dedicated to growing philanthropy in Montana. The position reports directly to the President & CEO and works closely with other teammates in achieving Montana Community Foundation (MCF’s) mission - Creating a Culture of Giving so Montana Communities Can Flourish.

This position is a key member of MCF’s Philanthropy Department, The Montana Office of Gift Planning, and leads gift planning efforts in support of MCF and many charitable organizations serving Montanans. The Philanthropy Officer serves as a convener, educator, and gift planning technical expert in support of Montana philanthropy.

This position is responsible for collaborating with a diverse range of constituents: donors, professional advisors (attorneys, accountants, financial advisors, trust officers) as well as local community foundations and nonprofits across the state to establish and/or grow charitable funds through both direct and planned gifts.

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 and a collaborative spirit in meeting our goals.

Essential Duties and Responsibilities and Expectations:

- Develops, implements, and assesses a major and planned gift program focused on securing charitable gifts for the benefit of Montana.
- Serves as the primary relationship manager for a portfolio of donors, prospective donors, professional advisors, and existing endowment partners (nonprofit organizations and local community foundations).
- Develops, implements, and assesses a comprehensive “professional advisor roundtable” to advance and deepen relationships to increase awareness of and results in contributions to MCF.
- Leads the development of marketing and communication materials in support of the Philanthropy Department’s objectives. This may include writing and editing materials.
• Organizes, conducts, and assesses workshops and educational events to diverse groups which may include professional advisors, prospective contributors, staff, and volunteers.
• Participates in estate planning councils and similar organizations to increase awareness and use of MCF.
• Other duties as required.

Competencies
• Demonstrated knowledge, skills, and experience identifying, cultivating, soliciting, finalizing, and stewarding individual gifts, particularly major and planned gifts.
• Education and experience that demonstrates a thorough working knowledge of charitable gift planning techniques, strategies, and vehicles.
• Demonstrated experience working with professional advisors (attorneys, accountants, trust officers, financial advisors).
• Experience developing and managing operating budgets.
• The ability to listen and digest complex information and educate is paramount to success across a diverse partner base.
• Proven self-starter who thrives working in a team environment.
• Ability to manage multiple projects simultaneously.
• Demonstrated ability to develop and lead initiatives, as well as assess their effectiveness.
• Ability to work successfully within a professional team.
• Outstanding oral/presentation and written communication skills.
• Strong computer skills, including Excel, Word, PowerPoint, and PG Calc.
• A high degree of confidentiality required.

Experience and Education
• Five to seven years of professional experience that includes gift planning, financial management, and/or charitable fund development.
• Exceptional interpersonal skills and demonstrated ability to achieve a high level of trust with donors, professional advisors, and colleagues.
• Bachelor’s degree required.
• Experience working in the nonprofit sector, familiarity with community foundations preferred.
• Experience working with volunteers is desirable.

The position may be based in Billings, Bozeman, Helena, Missoula, or the Flathead region, depending upon the successful candidate.

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
Frequent overnight travel is expected.
How to Apply
To apply for this position, submit a cover letter, current resume, three references to daphne@mtcf.org. Applications can only be submitted by email. Review of candidates will begin July 20, 2020.