Job Description
Women’s Foundation of Montana Program Assistant

Reports to: Jen Euell, WFM Program Director

Description of Position:
The Program Assistant is a half-time, 20 to 25 hour per week, position that provides support to the Director of the Women’s Foundation of Montana.

The Women’s Foundation of Montana (WFM) is a program of Montana Community Foundation, Inc. (MCF). WFM was launched from the vision and generosity of a philanthropist. WFM advances economic independence for Montana women and creates a brighter future for girls. As the only statewide fund dedicated to women and girls, we believe increasing philanthropy to support the women of Montana benefits us all.

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.

Responsibilities
- Assists in annual grantmaking process, committee meetings, and fundraising campaigns/special events.
- Assists with data entry, donor tracking, and development efforts.
- Seeks out and requests sponsorships, applies for grants, and solicits individual gifts.
- Manages the PowerHouse Montana initiative, an online platform with the aim of connecting Montana women to the resources, opportunities, and mentors that they need to succeed.
- Recruits and provides support to community volunteers across the state for a variety of projects: fundraising efforts, #MentorMondayMT networking events, blog contributors, Instagram takeovers.
- Develops content and maintains Women’s Foundation and PowerHouse social media accounts (Instagram, Facebook, LinkedIn) and regularly engages followers.
- Creates content and maintains the Women’s Foundation and PowerHouse websites and blog.

Minimum Position Requirements (education, competencies, experience)
- A Bachelor’s Degree in a related field.
- 1-2 years of experience in the nonprofit sector.
- The ability to write clearly and concisely.
- Knowledge or willingness to learn about different social media platforms.
- Excellent people skills.
- Experience with data entry.
- Proficiency in Word and Excel.
- Ability to work independently.
- Experience with fundraising.
- Experience with website management preferred.
- Experience recruiting and managing volunteers preferred.
- Experience with philanthropy and grantmaking preferred.

**How to Apply**
To apply for this position, submit cover letter, current resume and three references as a PDF to: daphnekurtz@mtcf.org. Applications can only be submitted by email. Review of candidates will begin September 29, 2017.

**Physical Demands/Working Conditions**
The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

The Montana Community Foundation is an equal opportunity employer.

**Additional Information**
This position is based in Missoula, Montana and requires occasional travel throughout the state. This part-time, non-exempt position includes earned paid time off and employer matched retirement. Excellent attendance and timeliness required.

**Starting Wage Range:** $17.00 – $20.00 per hour depending upon experience.

To be considered for this position, submit your cover letter, resume and three references via email to daphnekurtz@mtcf.org. Review of candidates will begin September 29.