



**POSITION: Communication and Events Coordinator**

The Whitefish Community Foundation is looking for a dynamic individual to join our Community Foundation team. The Foundation is focused on promoting philanthropy and helping philanthropic individuals connect with projects and programs that will make an impact in our community. The Foundation organizes several events each year, including the Great Fish Community Challenge campaign that benefits over 50 local nonprofit organizations.

An individual that is passionate about community service will fit in well with the Community Foundation team. We are looking for an individual that enjoys working in a fast paced environment and is detail oriented. The right individual will be someone who desires a fulfilling job that really makes a difference in the community. The Whitefish Community Foundation is one of the fastest growing community foundations in the state of Montana. For more information about the Whitefish Community Foundation visit [whitefishcommunityfoundation.org](http://whitefishcommunityfoundation.org).

**OVERVIEW:** The Communication and Events Coordinator will oversee the communication, marketing, and events of WCF under the direction of the Foundation President and Program and Outreach Officer. The Communication and Events Coordinator collaborates with internal WCF teams to advance the mission and impact of WCF.

**CLOSING DATE:** Open until filled.

**CONTACT:** Submit resume and cover letter [linda@whitefishcommunityfoundation.org](mailto:linda@whitefishcommunityfoundation.org) or mail P.O. Box 1060, Whitefish, MT 59937. For additional information contact 406-863-1781.

**HOURS:** Typical hours will be 32 hours per week Monday through Thursday, 9AM to 5PM. Schedule may vary depending on season, with the summer season typically being the busiest. Applicant must have ability to work varied and flexible hours especially during event weeks and campaign period. Possibility of being full time.

**COMPENSTATION:** Starting wage \$16-\$17/hour with benefits DOE

**JOB SUMMARY:**

**MARKETING and COMMUNCATIONS**

- In collaboration with the President and Program and Outreach Officer, develop annual communications plan.
- Create monthly (and during the Great Fish Community Challenge campaign weekly) email newsletters in collaboration with the President and Program and Outreach Officer.



- Oversee and maintain the Foundation’s website, including coordinating with contractors, monitoring performance via analytics, maintaining appearance, and managing current content.
- Ensure use of consistent design standards, messages, and terminology across organization.
- Increase community outreach through all forms of viral marketing and social networking efforts.
- Organize photos and material to assist with the development of publications.

#### **EVENT PLANNING**

- Oversee all organizational event planning, coordination, and implementation including budgeting, logistics, and evaluation.
- Generate publicity and media coverage for the Foundation events and programs.
  - Specific events include the Donor 360 Event in late June and Great Fish Community Challenge events including the kick off in July, Community Event and Fun Run in September and the grant awards/ media event in October
  - Other events include nonprofit workshops in winter and spring, Circle of Giving Dinner/Event and other events as required.

#### **OFFICE DUTIES**

- Work closely with the Foundation team to achieve the overall mission of the organization
- Provide backup support and assist with special projects as needed
- Answer phones, field calls to the appropriate staff member, and greet visitors
- Assist with mailings and writing letters and hand written notes
- Use the Foundation software to access database to retrieve information and run reports
- Serve as a visible, professional representative of the Foundation
- Process credit cards when needed
- Order supplies and maintain a clean professional front office
- Additional duties may be assigned.

#### **QUALIFICATIONS:**

- Bachelor’s degree preferred; Nonprofit experience preferred but not required. Two years’ professional experience in related field required.



- Strong organizational skills, attention to detail, ability to prioritize and work independently.
- Excellent project management, organizational and time management skills, and attention to detail.
- Strong computer skills, including a working knowledge of Microsoft Office tools (namely Word/Excel/Publisher).
- Ability to learn specialized nonprofit management software.
- Knowledge and experience using Word Press to update website.
- Experience with Mailchimp or other email newsletter software platform.
- Ability to exercise good judgment and solve problems independently.
- Excellent written and verbal communication skills, with ability to proofread.
- Flexibility: able to adjust activities and priorities, and take on new responsibilities.
- Ability to work cooperatively with colleagues, supervisors, volunteers, grantees and donors.
- Ability to lift 35 pounds and work varied hours.
- Intense commitment to the mission and work of the Whitefish Community Foundation.
- Impeccable moral and ethical standards and conduct.
- Respect the confidential information related to donors of the Whitefish Community Foundation.
- Successful applicant will be asked to sign a conflict of interest statement and confidentiality policy.