



Position: Foundation Manager, Bozeman Area Community Foundation

Description of Position:

The Foundation Manager (FM) is a part-time (~ 20 hours / week) exempt management level position responsible for management, promotion and growth of the Bozeman Area Community Foundation. FM is responsible for providing support and leadership to the Board of Directors of the Bozeman Area Community Foundation and for building the Foundation into a viable, regional community foundation.

The FM works closely with the Board to develop the Foundation's strategic direction; manage Board and donor relations; create and implement fundraising and marketing plans; administer an annual competitive grants programs; engage with and provide trainings and foster collaboration for local nonprofit organizations; plan and administer an annual community event; oversee the Foundation's budget and maintain basic office operations.

Reports To: Foundation President, and the Board of Directors.

Primary Duties and Responsibilities:

- Board Relations
 - Work with the Board President and committee chairs to schedule and plan meetings, prepare agendas and accompanying materials, and arrange for appropriate meeting facilities.
 - Coordinate strategic planning for the Board, setting long and short-range goals.
 - Provide an orientation for all new Board members and other training as appropriate.
 - Support the Board with special projects or duties as needed.
- Development and Marketing
 - Actively seek to increase the Foundation's assets and raise the resources necessary to implement the Foundation's goals as identified in its strategic planning.
 - Oversee all event planning and administration of an annual community event
 - Oversee and implement an annual development plan that engages Board members in asset development and donor relations.
 - Develop and execute a communications and marketing plan to raise community awareness about the Foundation.
 - Actively seek opportunities to speak about the Foundation to donors, prospects and community groups.
 - Prepare news releases and other publications or marketing collateral needed to increase public awareness of the Foundation, its programs and services.
- Finance and Operations
 - Prepare an annual budget and monitor performance against budget on an ongoing basis.
 - Maintain financial and office records, files and documents as requested by the Board.
 - Ensure gifts and financial transactions are handled promptly and accurately.

- Assure compliance with the Foundation's policies and procedures.
- Initiate annual performance evaluation by the Board.
- Promote active and broad participation by volunteers as appropriate in the Foundation's work.
- Grantmaking
 - Work with the Board to administer the Foundation's annual competitive grants program.
 - Facilitate grants committee meetings and monitor grantmaking activity.
 - Actively seek opportunities for collaboration concerning philanthropic activities.
 - Community Relations and Outreach
 - Serve as a professional representative of the Foundation to the public.
 - Build and maintain relationships with the area's nonprofit community, local stakeholders, businesses, local government and others who share the Foundation's mission and values.
 - Build partnerships to accomplish projects consistent with the Foundation's mission and benefit the communities it serves.
 - Maintain working knowledge of the greater Bozeman community and foundation / non-profit industry trends and best practices.
 - Participate as needed in trainings and meetings.

Skills/Experience Required:

- Bachelor's degree, preferably in nonprofit management, marketing, business development, or related discipline with commensurate work experience.
- 5 or more years of experience of increasing responsibility in fundraising, program management and/or marketing.
- Board relations experience and budget oversight and/or organizational management experience desirable.
- Work experience with non-profit organizations and familiarity with non-profit business models preferred.
- Excellent oral, written and interpersonal communication skills necessary to maintain cooperative working relationships and interact effectively with colleagues, Board, volunteers, grantees and donors in a small office environment.
- Ability to work independently, prioritize, create own work plan, creatively problem solve, and exercise good judgment.
- Familiarity with Microsoft Office products; ability to learn specialized software.
- Impeccable moral and ethical standards and conduct.
- Flexibility: able to adjust activities and priorities and take on new responsibilities.
- Commitment to the mission and work of the Bozeman Area Community Foundation

To Apply:

- Submit a cover letter, resume, and 3 references to info@bozemanfoundation.org.
Electronic submissions only.
- The Foundation will begin reviewing candidates June 15, 2013. The position will remain open until filled.