

Date: July 21, 2026

Job Title: Communications Specialist

Classification: Non-Exempt

Location: Helena, MT

Reports to: VP of Communications

Compensation: \$28.85 - \$31.25 (\$60,000 - \$65,000)

Description of Position:

In support of MCF's mission, the Communications Specialist 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 Vice President of Communications. As a key member of the Marketing and Communications department, the Communications Specialist 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 to *Create a Culture of Giving so Montana Communities Can Flourish*. This 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:

Graphic Design and Creative Production

45%

- Designs high-quality print and digital materials, including social graphics, advertisements, brochures, reports, invitations, presentations, email graphics, signage, templates, and campaign assets.
- Develops creative concepts and translates communications goals into clear, visually engaging materials for a range of audiences and platforms.
- Prepares production-ready files, coordinates specifications with printers and vendors, reviews proofs, and supports projects through final delivery.

- Applies strong typography, layout, composition, color, and visual storytelling principles while maintaining brand standards.
- Creates and edits multimedia content, including photography, short-form video, motion graphics, and other digital assets as needed.
- Organizes and maintains creative files, templates, brand assets, and photo and video libraries.
- Builds accessible materials using appropriate contrast, hierarchy, captions, alternative text, and platform-specific best practices.

Social Media Coordination

30%

- Develops, schedules, publishes, and manages content across MCF and affiliated social media channels in alignment with broader marketing goals and editorial calendars.
- Creates platform-appropriate copy, graphics, video, and other content designed to increase engagement, reach, and visibility.
- Monitors social media trends, conversations, platform updates, and emerging content opportunities relevant to MCF's work and audiences.
- Monitors comments, messages, and mentions; engages appropriately with online communities and elevates sensitive or high-priority matters to the Marketing and Communications Director.
- Maintains a consistent posting cadence and coordinates content needs, approvals, deadlines, and campaign deliverables with internal partners.
- Tracks and analyzes reach, engagement, audience growth, referrals, and campaign performance; prepares recurring reports and recommends improvements based on results.
- Supports paid social media campaigns, including creative development, audience targeting, testing, and performance monitoring.

Digital Content and Communications Support

15%

- Supports website and email content updates, including formatting copy, selecting imagery, creating graphics, and reviewing pages and messages for brand consistency.
- Repurposes stories, articles, program updates, and campaign messages across social, web, email, and print channels.
- Assists with photography, video capture, editing, captioning, and production for events, interviews, campaigns, and impact stories.
- Proofreads and reviews materials for accuracy, clarity, accessibility, and visual consistency before publication.
- Supports event communications and production needs, including promotional materials, presentations, signage, and on-site content capture.

Brand and Project Coordination

10%

- Applies and helps maintain MCF and affiliated brand standards across all visual and digital communications.
- Collaborates with staff, contractors, photographers, printers, and other vendors to complete projects on time and within established budgets.
- Manages assigned projects, priorities, timelines, files, and approvals while communicating proactively about progress and potential delays.
- Supports development of templates and practical communications resources for staff, local community foundations, and other partners.

- Stays current on design, multimedia, accessibility, social media, and digital communications practices.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Education and Experience:

- Bachelor's degree in graphic design, multimedia production, communications, marketing, or a related field, or an equivalent combination of education and relevant experience.
- One or more years of experience as a graphic designer, multimedia designer, production artist, or in a similar creative role.
- One to three years of hands-on experience in social media marketing, digital communications, or content creation.
- Strong portfolio demonstrating print and digital design capabilities; multimedia and social media work samples are preferred.
- Advanced proficiency in Adobe Creative Suite, particularly Photoshop, Illustrator, and InDesign; experience with After Effects, Premiere Pro, or similar video and motion tools is preferred.
- Proficiency in Canva and experience creating reusable, brand-aligned templates.
- Experience with social media scheduling, publishing, community management, and analytics tools.
- Experience with website content management, email marketing platforms, Google Analytics or similar measurement tools, and Microsoft Office is preferred.
- Experience working in a nonprofit, foundation, public-service, or mission-driven environment is preferred.

Competencies:

- Excellent written and verbal communication skills.
- Ability to adapt creative work for different audiences, formats, platforms, and accessibility needs while maintaining brand consistency.
- Understanding of social media best practices, platform audiences, content trends, community engagement, and performance metrics.
- Ability to meet deadlines, highly organized, and effectively manage multiple tasks.
- Ability to organize and analyze data.
- Excellent attention to detail.
- Ability to receive and apply feedback, exercise sound judgment, solve problems, and work both independently and collaboratively.
- Sound problem solving and decision-making skills.

Travel:

This position is based in Helena, Montana and requires occasional travel throughout the state.

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.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply:

To apply for this position, submit a **cover letter, current resume,** and **three (3) professional references** to daphne@mtcf.org. Applications can only be submitted **by email**. Review of candidates will begin **Tuesday, September 1, 2026**.