

Date: December 2025

Job Title: Program Director, Impact Programs

Classification: Exempt

Salary: \$85,000 - \$95,000 Depending on Experience

Location: Must be located in Montana, preference for Helena.

Reports to: President & CEO

Description of Position

In support of Montana Community Foundation's (MCF) mission, the Program Director (Director) is an integral part of a team of professionals dedicated to shaping Montana's future through giving. Under the general direction of the President and CEO, the Director is responsible for envisioning and bringing to life what's possible for Montana through our Impact Programs. This will be accomplished through MCF's collaborations, grantmaking, and impact investing.

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 always. Each employee is a vital part of MCF's team and plays an integral role in meeting our goals.

Essential Duties, Responsibilities and Expectations

The Program Director (Director) works to ensure that MCF's Impact Programs and activities are fully aligned with MCF's mission, vision, and values. Impact Programs demonstrate our commitment to addressing Montana's greatest challenges through financial and program support.

The Director is responsible for leading the department, including, but not limited to assigning grantmaking responsibilities within the department while also being responsible for managing a portfolio of grant funds. Building on the success of the Women's Foundation of Montana, the Director will develop a comprehensive approach to "Impact" that encompasses the current focus areas, while partnering with the philanthropy department to develop and implement a Donor Advised Fundholder engagement plan. The Director is responsible for leading and representing the Impact Program area internally and externally.

The Director will sustain current programs and initiatives to ensure their continued viability and positive impact within the communities we serve. The Director provides strategic leadership and oversight to MCF's Impact Programs including:

- MCF grantmaking efforts – this includes discretionary grantmaking and grantmaking from Donor Advised Funds

- Montana Impact Investing – engages with prospective investees and staffs the Montana Impact Investing Committee
- Education, Equity & Culture – Women’s Foundation of Montana & Scholarship/Student Assistance efforts
- Community and Economic Vitality – Local Community Foundations, Community Heart & Soul, and reImagining Rural partnership

Department Leadership and Management

50%

- Leads, develops, manages, and evaluates the Impact Programs. This includes providing leadership to and supervision of Impact department staff.
- Serves as a member of the Leadership Team responsible for department planning, budgeting, and culture-building in the context of MCF’s overall priorities and resources.
- Ensures the department is actively identifying and implementing innovative grantmaking practices to include trends in community leadership models for community foundations.
- Develops, implements, and monitors assessment tools and systems to ensure goals and objectives are met.
- Manages staff participation in ongoing collaborations where MCF has chosen to play a major role.
- Ensures achievement of MCF’s strategic goals, relative to the Impacts Department
- Identifies potential high-impact initiatives in which MCF could play an appropriate philanthropic, convening, and/or coordinating role.
- Leads and/or oversees startup of new community initiatives and programmatic priorities.
- In partnership with the CEO and Philanthropy Department, seeks potential funding for MCF programmatic support, writes proposals, and applies for external funding for programming.

Grantmaking

25%

- Responsible for managing a defined grantmaking portfolio.
- Implements grantmaking processes for new and existing funds, ensuring best practices, National Accreditation standards and donor intent are followed.
- Successful facilitation of grantmaking committees.
- Builds and nurtures relationships and partnerships with community stakeholders.
- Represents MCF through service on committees and participation at community events.

Coordinates the Montana Impact Investing Program

20%

- Serves as the key staff liaison between the Advisory Committee and the staff in implementing the Montana Impact Investing Program.
- In partnership with the CEO and EVP of Finance & Administration, refines the existing application and impact reporting processes.
- In partnership with the Committee and key staff, explores how best to deliver the program to best meet Montana’s greatest needs while meeting MCF’s investment and impact goals.

Other Duties as Assigned

5%

Supervisory Responsibilities

This position is responsible for supervising department staff located across the state including: Program Officer – Local Community Foundations (currently based in Glasgow, MT); Scholarship Manager (currently based in Havre, MT); and Administrative Coordinator (currently based in Billings, MT).

Education and Experience

- Bachelor's degree in a related field.
- Minimum of five years' experience leading a team/department/program.
- Minimum of five years' experience supervising staff. Demonstrated experience managing staff located in various geographies.
- Demonstrated experience developing reporting systems, implementing those systems, monitoring and reporting progress toward goals.
- Desired experience in grantmaking, meeting facilitation, donor stewardship, fund development, and communications.
- Experience developing and managing operating budgets.

Competencies

- Strong commitment to service and relationship building.
- Excellent interpersonal skills, including the desire to engage and collaborate with peers and diverse populations, and ability to develop trusting relationships with individuals from different backgrounds.
- Strong commitment to professionalism.
- Ability to exercise discretion with highly sensitive and confidential information.
- Strong analytical, writing, and oral presentation skills; and creative problem solving.
- Proficient computer skills and experience with databases.
- Ability to work effectively in a shared leadership work environment.
- Excellent ability to prioritize competing projects and effective time management skills required. Impeccable follow-up on commitments.
- Innovative problem-solver, inclusive, relationship-builder, independent, self-motivated, visionary, fearless, sense of humor, and organized.
- Excellent attention to detail and ability to work quickly and accurately with multiple time deadlines.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

Position Type/Expected Hours of Work

This position is classified as a professional level, exempt position. This is a full-time position with accompanying benefits and responsibilities. Excellent attendance and timeliness required.

Travel

This position is required to be in Montana, with a preference for Helena. Typically, this position requires up to 40% travel, depending upon where the successful candidate lives. If the candidate is not in Helena, there is an expectation that the candidate travels monthly to Helena for two to three days per month.

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 professional references** to daphne@mtcf.org. Applications can **only** be submitted **by email**. Review of candidates will begin January 5th, 2026.