

Job Announcement

Date: September 1, 2025

Job Title: Program Officer, Local Community Foundations

Classification: Exempt

Salary Range: \$65,000 - \$75,000 annually, DOE

Location: Helena, MT

Reports to: Program Director

Description of Position:

In support of Montana Community Foundation's (MCF) mission, the Program Officer serves as MCF's key liaison with community foundations across Montana. This position is the point person providing local community foundation Affiliates and Affiliate Partners with the support necessary to help them achieve their goals. This position also delivers, manages, and evaluates other community initiatives in collaboration with statewide and regional partners. This position is also responsible for effective community based grantmaking efforts.

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

- **Local Community Foundation Program** **80%**
 - Serve as the primary liaison between the Montana Community Foundation and local community foundations (LCFs), placing special emphasis on serving Affiliates and Affiliate Partners.
 - Develop and implement an annual plan to ensure each affiliated LCF is supported by MCF.

- Coordinate ongoing technical assistance for affiliated LCFs focused on governance, resource development including gift planning, grantmaking, and marketing and communications.
- In partnership with MCF's regional and statewide partners, develops and executes effective programs and outreach to support local communities.
- Provide administrative support and oversight to affiliated LCFs in the following:
 - Collect Annual Affiliate Agreement forms and Advisory Committee rosters.
 - Educate affiliates on the policies and procedures outlined in the LCF Manual.
 - Conduct due diligence and process grants for all affiliates.
 - Provide training and assistance for portal and grantmaking software systems.
 - Review and approve LCF expense reimbursement requests.
 - Organize annual or quarterly gatherings for affiliate learning opportunities.
- Development, management, and evaluation of special projects related to the LCF Program, such as the LCF+ Incentive Program and LCF Convenings.
- Development and management of department operating budget.
- **Community Based Grantmaking and Initiatives** **20%**
 - Development, management, and evaluation of other community initiatives – such as ReImagining Rural and community grantmaking committees.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and Experience

- B.A./B.S. degree of four (4) years' experience working in a related field, preferably in nonprofit organizations and/or educational institutions.
- Rural community development experience.
- Grassroots fundraising experience and nonprofit board experience.
- Ability to work with diverse populations, interact with and motivate a wide variety of people including MCF board members, LCF board members volunteers, grantmakers, grantees, donors, and community members.

Competencies

- Deep interest in and commitment to serving Montana through rural community development and philanthropy.
- Excellent communication skills, both written and oral.
- Experience developing and managing operating budgets.
- Ability to work in a fast-paced environment with competing demands while maintaining integrity of work product (for self and staff).

- Ability to work with diverse populations, interact with and motivate a wide variety of people including MCF board members, LCF advisory boards and staff, grantmakers, grantees, and donors.
- Strong analytic, interpersonal, and networking skills.
- Effective team player.
- Ability to maintain strict confidentiality.
- Excellent attention to detail and ability to work quickly and accurately with multiple time deadlines.
- Strong sense of self with demonstrated qualities of integrity, loyalty, discretion, and self-motivation.

Travel

This position requires up to 30% travel. Travel is often outside the local area and overnight.

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; short-term and long-term disability coverage as well as a generous leave policy.

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 September 15, 2025.