

Date: July 7, 2026

Job Title: Community Vitality Program Officer

Classification: Exempt

Salary: \$60,000 - \$70,000 DOE

Location: Yellowstone County

Reports to: Program Director, Impact Programs

Description of Position:

In support of Montana Community Foundation's (MCF) mission, the Community Vitality Program Officer serves as MCF's primary liaison with an assigned regional portfolio of local community foundations and nonprofit partners. This position is part of the Impact Programs team, which is committed to serving communities and organizations through coaching, education, and sustainable funding support.

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 that the combination of exceptional skills and a positive, respectful attitude makes 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 Affiliate Support** **35%**
 - Design and conduct regional convening events, including thematic trainings and open office hours.
 - Manage the LCF+ Incentive Program, providing regular progress reports to each LCF.
 - Provide education, resources, and capacity-building support to local community foundations (LCFs) and nonprofit organizations to strengthen fundraising efforts, donor engagement, and long-term endowment growth.
 - Ensure Affiliate Agreement and Advisory Committee roster records are maintained and updated in MCF's constituent record management system.

- 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.
- **Nonprofit Partners Program** **35%**
 - Serve as the primary liaison between MCF and nonprofit partners (NPs), placing special emphasis on serving those who have entrusted MCF with their endowments, as well as those who have benefited from MCF's grants.
 - Develop and implement an annual plan focused on supporting NPs to diversify their operating funding through endowment growth.
 - Provide education, resources, and capacity-building support to local community foundations and nonprofit organizations to strengthen fundraising efforts, donor engagement, and long-term endowment growth.
 - Develop, implement, and monitor a process for maintaining up-to-date records for nonprofit partners, utilizing MCF's constituent record management system.
 - Launch the inaugural community partners workshop series in 2027. Coordinate ongoing workshops aimed at providing general education about MCF, endowments, and resource development, including gift planning, grantmaking, and marketing of same.
- **Grants Administration** **15%**
 - Administer grants that occur in the position's respective geographic area of responsibility.
 - Collaborate with other members of the Impact Programs team to align grant cycles and standardized administrative processes.
- **Community Heart & Soul Coach** **15%**
 - In partnership with other members of the Impact Programs team, serves as a Community Heart & Soul Coach, supporting local community development efforts.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and Experience

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

Other Duties:

Please note that 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 **Monday, July 20, 2026**.