

Date: July 2, 2026

Job Title: Philanthropy Officer

Classification: Exempt

Location: Lewis and Clark County, Broadwater County, Jefferson County, or Missoula County

Salary: \$75,000 - \$80,000 DOE

Reports to: Executive Vice President of Philanthropy

Description of Position:

In support of Montana Community Foundation's (MCF) mission, the Philanthropy Officer is an integral part of a team of professionals dedicated to growing philanthropy in Montana. This position reports to the Vice President of Philanthropy and works closely with teammates to advance MCF's mission — Creating a Culture of Giving so Montana Communities Can Flourish.

The Philanthropy Officer serves as a relationship manager and ambassador for MCF, working closely with donors, prospective donors, nonprofit partners, and community stakeholders to strengthen philanthropic engagement across the state.

This position is responsible for managing a portfolio of donors, professional advisors and prospective donors, supporting donor cultivation and stewardship strategies, and helping grow charitable funds through meaningful relationship-building and philanthropic conversations.

Location: Due to travel and constituent engagement responsibilities, this position is required to reside in Lewis and Clark County, Broadwater County, Jefferson County, or Missoula County.

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 attitude. Recognizing the combination of exceptional skills and a positive, respectful attitude makes MCF a special environment for its employees and constituents. To that end, employees must engage in constructive and appropriate communication and treat colleagues, constituents, and partners with respect at all times.

Essential Duties, Responsibilities and Expectations:

- Manages and grows a portfolio of planned giving donors and prospective donors through cultivation, solicitation, stewardship, and ongoing relationship management. **–50%**
- Develops MCF's donor stewardship program, including the Legacy Society, and works with the Philanthropy and Communications Departments to strengthen long-term donor engagement and planned giving efforts. **–25%**
- Assists donors and members of the Philanthropy Department with annual planned giving efforts and the Montana Endowment Tax Credit process. **–15%**
- Provides support and coordination for professional advisor relationship management. **–5%**
- Other duties as assigned. **–5%**

Education and Experience:

- Three (3) to five (5) years of professional experience in fundraising, nonprofit development, or relationship management.
- Demonstrated ability to build authentic relationships and establish trust with donors, colleagues, and community partners.
- Bachelor's degree preferred.
- Experience managing donor relationships or fundraising portfolios preferred.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Competencies:

- Demonstrated experience cultivating, soliciting, and stewarding major gifts.
- Strong interpersonal and relationship-building skills.
- Excellent written, verbal, and presentation communication skills.
- Ability to effectively communicate MCF's mission, impact, and philanthropic opportunities to a variety of audiences.
- Proven self-starter who thrives in a collaborative team environment.
- Ability to manage multiple projects and priorities simultaneously.
- Strong organizational skills and attention to detail.
- Ability to work independently while maintaining strong communication with teammates.
- Proficiency with Microsoft Office programs including Excel, Word, and PowerPoint.
- Experience with donor databases or CRM systems preferred.
- A high degree of professionalism and confidentiality is required.

Travel:

Requires occasional travel throughout the western side of Montana.

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, 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 27, 2026.