

**Date:** June 2, 2026

**Job Title:** Executive and Board Relations Coordinator

**Classification:** Non-Exempt

**Salary :** \$27.00 - \$31.00/hourly DOE

**Location:** Helena, MT

**Reports to:** President & CEO

### **Description of Position**

In support of Montana Community Foundation Inc.'s (MCF) mission, the Executive and Board Relations Coordinator is an integral part of a team of professionals dedicated to serving Montana through philanthropy. The Executive and Board Relations Coordinator provides an expert level of coordination for the President & CEO, the Board of Directors, and the Leadership Team.

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 always treat their employer, its constituents and each other with respect. Each employee is a vital part of MCF's team and plays an integral role in meeting our goals.

### **Join a Mission-Driven Leadership Team**

We are seeking an experienced and collaborative professional to support the President & CEO, the Board of Directors and leadership team. This role is ideal for someone who works well in a fast-paced environment, builds strong relationships with executives and Board members, and is passionate about supporting mission-driven work.

In this role, you will help advance organizational priorities through executive support, Board coordination, stakeholder engagement, and high-level communication management. This position offers exceptional opportunities to expand your role as the organization matures, meaningful collaboration with senior leaders and community stakeholders, and the opportunity to make a measurable impact.

## **Key Responsibilities**

### **Executive Leadership Support**

**25%**

- Provide high-level support to the President & CEO, helping ensure priorities, communications, and initiatives move forward effectively and efficiently.
- Coordinate key projects, communications, and deliverables in support of organizational goals and leadership initiatives.
- Serve as a liaison between the President & CEO, leadership team, Board members, donors, and external stakeholders, fostering strong professional relationships.
- Manage and prioritize the President & CEO's calendar, scheduling, and meeting coordination.
- Prepare executive correspondence, reports, presentations, briefing materials, and meeting agendas with exceptional attention to detail.
- Coordinate travel arrangements and logistics for executive leadership as needed.
- Support organizational reporting efforts and manage the national re-accreditation filing process.
- Assist with special projects and organizational initiatives as assigned.

### **Board Governance & Leadership Support**

**50%**

- Partner closely with the President & CEO to support effective Board and committee engagement.
- Coordinate Board and committee meetings, retreats, and leadership events, both in-person and virtual.
- Prepare and distribute Board materials, presentations, agendas, and supporting documentation.
- Draft and maintain Board and committee meeting minutes and official records with accuracy and professionalism.
- Ensure seamless meeting execution through scheduling coordination, logistics management, and technology support.

### **Community, Donor & Stakeholder Engagement**

**15%**

- Provide routine planned giving support for the philanthropy department
- Support communication and engagement efforts with donors, community leaders, and strategic partners.
- Draft and edit high-level communications, presentations, acknowledgments, and stakeholder correspondence.
- Help cultivate and strengthen relationships that advance the organization's mission and community impact.
- Represent the organization with professionalism, diplomacy, and a commitment to excellence.

### **Other Duties as Assigned**

**10%**

## **What You Bring**

- Exceptional organizational, communication, and project coordination skills, with the ability to manage multiple priorities in a fast-paced environment.
- Strong written and verbal communication abilities, including the preparation of professional correspondence, reports, presentations, and meeting materials.
- Excellent judgment, discretion, and interpersonal skills, with the ability to build trusted relationships across all levels of an organization.
- Proven ability to anticipate needs, exercise sound decision-making, and maintain a high level of professionalism and confidentiality.
- Strong attention to detail and follow-through, with the ability to proactively manage competing priorities and ensure timely completion of tasks and projects.
- Experience supporting senior leaders, executive teams, Boards, or committees in a dynamic and collaborative environment.
- Skilled in coordinating meetings, events, and executive logistics, including in-person and virtual gatherings.
- A collaborative, proactive, and solutions-oriented mindset with the ability to adapt and thrive in a mission-driven organization.
- Awareness and understanding of the nonprofit sector and a commitment to supporting community-focused work.
- Strong technical proficiency, including Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, DocuSign, and virtual meeting platforms.

## **Why Join Us**

- Opportunity to work closely with executive leadership and contribute to organizational success.
- Meaningful, mission-driven work that creates lasting community impact.
- Collaborative and values-driven culture with strong leadership engagement.
- A dynamic role offering growth, variety, and the ability to make a measurable difference every day.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities.

## **Education and Experience**

- Associate's degree or commensurate experience required.
- Strong work ethic, with a minimum of three (3) years' relevant experience.
- Experience and interest in internal and external communications, partnership development, and administrative support.

## **Travel:**

This position is based in Helena 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](mailto:daphne@mtcf.org). Applications can only be submitted **by email**. Review of candidates will begin June 22, 2026.