

POSITION DESCRIPTION
MISSOULA NONPROFIT CENTER PROGRAM COORDINATOR
(Part-time, 10-15 hours per week)

The Missoula Nonprofit Center (MNC) is a virtual hub connecting the nonprofit community to volunteers, resources, trainings, networking opportunities, and more. Combining the Missoula Nonprofit Network with Volunteer Missoula, the Missoula Nonprofit Center serves as a connection site to nonprofit professionals as well as potential volunteers.

The MNC Program Coordinator will make a difference in our community by bringing area nonprofits together, connecting them with resources, and facilitating volunteerism in Missoula. The Program Coordinator will support the efforts of Missoula nonprofits by creating easier access to resources, training, networking, volunteers, and services.

Under the oversight of the United Way of Missoula County Director of Impact, and working closely with a steering committee, the Program Coordinator will be responsible for all aspects of leadership and oversight for the Missoula Nonprofit Center in addition to website administration, community outreach and promotion, membership management, internship supervision, and fundraising efforts.

Key Responsibilities:

Strengthen, maintain, and grow membership base and benefits:

- Oversee membership maintenance and outreach
- Field calls and emails from local nonprofits and assist them with problem solving and/or connect them with resources
- Oversee completion of updated Montana Nonprofit Center website & branding
-
- Develop and monitor membership benefits
- Oversee membership payments, reminders, and receipts
- Coordinate communication activities, including compiling/editing/circulating a weekly newsletter; curating website content; maintaining Volunteer Missoula website and other member benefits; and facilitating other outgoing communications
- Plan and execute quarterly training and special events, including National Philanthropy Day celebration each November.

Create sustainable operations and fundraising capabilities through:

- Membership dues
- Private donations
- Sponsorships
- Community fundraising events (pint nights, etc)
- CBO funding through City of Missoula
- Identifying and pursuing other funding sources

- Monitoring MNC budget

Strengthen and grow training programs, networking opportunities, and community partnerships:

- Responsible for all workshop planning, logistics, and implementation
- Recruit and coordinate keynote speakers
- Assist with the development, management, and maintenance of special programs that may be proposed throughout the year
- Partner with existing networking groups
- Create and facilitate regular networking opportunities for MNC members
- Conduct outreach to relevant groups
- Establish corporate volunteering connections
- Promote access to the website and help users navigate resources, including Volunteer Missoula

Strengthen leadership and oversight

- Activate MNC Steering Committee
- Serve as liaison with United Way board
- Supervise student Intern(s)

Qualifications:

- Bachelor's Degree in related field
- Knowledge of nonprofit sector; experience working in the nonprofit field preferred
- Strong logistical planning and coordination skills
- Working knowledge of website content management systems and databases preferred
- Familiarity with social media platforms
- Experience working with volunteers and volunteering in the Missoula area
- Demonstrated excellent communication (written and verbal) and organizational skills
- Willing to learn about new programs, resources, services and volunteer needs for Missoula nonprofits
- Ability to establish and maintain community relationships to enhance opportunities for members and nonprofits
- Outreach and marketing experience is preferred
- Comfortable presenting to small and large groups as well as the media
- Desire to serve with compassion, respect and patience

Position Details:

- The Program Coordinator will work out of the United Way of Missoula County office with support from United Way staff and resources.
- Candidates must be able to staff occasional evening and weekend events.
- The Program Coordinator will receive a monthly stipend of \$1,000 for an estimated 10-15 hours per week.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to walk, sit, bend, stoop, use hands to finger, handle or feel objects, papers and related office machines; reach with the hands and arms; talk; and hear. The employee must be able to lift and/or move up to 20 pounds on a regular basis. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Must be able to work extended hours when require or requested by management. Must be capable of regular, reliable, and timely attendance.

Working Conditions:

The work environment consists of working primarily indoors, working with and around others. The noise level in the work environment is usually moderate. Employee must possess a valid driver's license and be able to drive frequently within the Missoula area, with occasional travel to other areas, including infrequent, employer-paid, out-of-state travel.

To Apply: Email resume and cover letter to Eric Legvold at eric@missoulaunitedway.org
Position is open until filled.