Position: Director of Community Outreach
Compensation: $55,000 - $65,000 annually, with a competitive benefits package and potential year-end bonus
Reports To: Executive Director
Location: Montana-based remote position. Preference will be given to candidates in the Flathead Valley or Billings, though candidates throughout Montana will be considered.

The Montana World Affairs Council seeks a dynamic and capable Director of Community Outreach to lead statewide community engagement, communications, fundraising events, and donor outreach. This is a unique opportunity for someone who loves people, thrives on building relationships, and wants to make an impact in communities across Montana. The Director of Community Outreach will travel the state, work with community and international partners, help bring world-class speakers and programs to Montana communities, and play a key role in growing the Council's statewide presence.

The Montana World Affairs Council (MWAC) is a nonpartisan, nonprofit organization that provides inspiring educational programs to communities and classrooms across the state. Its mission is to bring the world to Montana and Montana to the world. MWAC promotes public knowledge and understanding of world affairs via public forums, conferences, classrooms, lectures, and broad use of the media. The organization hosts events for students and adults that stimulate international awareness, respectful dialogue, cultural understanding and deeper knowledge of issues and relevance to the people of Montana. The organization sponsors distinguished speaker programs and promotes global awareness among students and teachers across the state through Academic WorldQuest, EconoQuest, classroom visits, and the development of learning materials.

Position duties: This full-time position reports to the Executive Director and works closely with the Education Consultant. The Director of Community Outreach will be responsible for strengthening community programming across the state. The Director will also manage all communications, marketing and promotions, including all social media platforms, and help grow and steward the Council's donor base.

- Community Programming
    - Working closely with the Executive Director, manage the development and implementation of community programming statewide, including speaker invitations and schedules.
    - Develop and steward relationships with event venues, caterers, program partners, rental organizations, hotels, etc.
    - Coordinate community programs (including logistics, budget adherence, event management, guest and partner communications).
- Communications
    - Lead the marketing and promotion of all MWAC programs (both community and classroom) via all channels including managing web and social media channel content.
    - Create an ongoing communications strategy to strengthen donor engagement, expand the Council's reach, and promote participation in upcoming programs and events. Schedule announcements and reminders to promote upcoming events.
    - Head the creation of the annual report released on the first of August each year.
- Fundraising & Donor Engagement

- Lead the development and implementation of fundraising events.
- Support program reporting to sponsors, donors, and other stakeholders.
- Identify appropriate strategies to grow and maintain MWAC donors, and plan and execute those strategies. This will include creating communication materials, meeting with potential donors, and updating the donor database.
- Proactively and professionally follow up with event participants to steward the relationships. Ensure these relationships are tracked in the database and create individual outreach plans for each potential supporter.
- Oversee the annual end-of-the-year appeal mid-November - December.

- Participate / support all year-round MWAC initiatives to fulfill the Council's mission.

Qualifications:

- Marketing and communication experience
- Event planning and donor cultivation expertise
- Effective oral and written communication skills with attention to detail. Strong interpersonal skills, with demonstrated judgment, tact and diplomacy
- Comfort with digital communications, design, social media, website management, and donor/database platforms
- Highly organized, self-motivated, and comfortable independently managing multiple projects and deadlines in a fast-paced, remote work environment
- Willing and able to travel throughout Montana regularly during September - November and March - May, including occasional evenings and weekends for programs and events. Travel will be limited during the other months.
- Experience building and stewarding a community / donor base is preferred.
- Interest or experience in international affairs is preferred.

Salary and benefits: $55,000 - $65,000 annually, commensurate with experience. The Council is a statewide organization and does not have a formal office. Staff work from home when not on the road. Benefits include a health care stipend, a home office stipend, and a SIMPLE IRA. Mileage is reimbursed when a personal vehicle is used. A potential year-end bonus is based on the Council's year-end financial performance.

Application: Applicants should submit a current resume and cover letter that addresses the candidate's motivation to apply and qualifications to meet the leadership expectations of the role to Nikki Geiszler, Executive Director, at ngeiszler@montanaworldaffairs.org.

Process: Applications will be reviewed upon receipt. The opportunity to apply will remain open until the position is filled. The search committee intends to schedule candidate interviews with finalists and conclude this open process as soon as possible.

As an equal-opportunity employer, the Montana World Affairs Council is committed to being inclusive in our hiring practices. Montana World Affairs Council does not discriminate based on race, color, religion, national origin, sex, sexual orientation, physical or mental disability, or age.