

MSU-Northern Foundation

Open Position: Operations Specialist

The MSU-Northern Foundation is the recognized philanthropic body of Montana State University – Northern. The Foundation is responsible for fiscal management of all charitable contributions made to the University and to fulfill the University's goals and donors wishes. Additionally, the Foundation engages alumni, donors, and the community via fundraising and stewardship events throughout the year.

Job Description:

We are looking for an outgoing person to complete our four-person team located on the MSU-Northern campus. The Operations Specialist will fulfill the responsibilities below and will help make Foundation processes more efficient by taking on projects as needed to help improve the database workflow. This position does require occasional work on weekends and evenings to support Foundation events and committee meetings.

Salary and Benefits:

- Salary range \$30,000-35,000 annually depending on qualifications; non-exempt, hourly position
*Salary based on work for 40 hours/week, part time work vs full time is open for discussion.
- Fifteen days of vacation/personal leave time off accrued per year
- Twelve days of sick leave accrued per year
- Twelve paid calendar days off including federal/local holidays and one extra flex day
- Health insurance benefits including medical, dental, and vision coverage
- Retirement with company match up to 6%
- Free entry into Northern sporting events
- Discount at campus bookstore

Responsibilities include, but not limited to:

- Manage incoming calls to the office and greet office visitors
- Manage incoming contributions, tax receipts, etc.
- Manage committee and Board of Trustee meeting minutes and documents
- Manage accounts payable and receivable
- Oversee office management including ordering supplies
- Assist with Foundation events by taking on occasional outreach activities such as event planning and setup, marketing, social media posts, etc.
- Work with Executive Director on campaign fundraising and expenses
- Willing to work as needed at events on weekends/evenings

Required Experience:

- Associates Degree or High school diploma or equivalent and experience in an office setting
- Working knowledge of the Microsoft suite of products; specifically, Word, Excel and Outlook

Preferred Qualifications:

- College degree in Accounting or Business Management or an equivalent combination of education and/or experience

- Team player and outgoing personality
- High level of computer knowledge and abilities
- WordPress or other website management experience
- Have the aptitude for working with a wide variety of constituencies
- Must be able to work independently
- Possess excellent oral, written, and interpersonal communication skills
- Great at multi-tasking and having the ability to be flexible with the changing business needs

Desired Attributes:

- Experience working in a nonprofit setting
- Positive attitude
- Database management experience

Physical Demands:

- Office environment with some indoor/outdoor work for events
- Must be able to lift up to 40 pounds
- Setting up events includes physical demands such as lifting and setting up tables, transporting boxes, reaching overhead, etc.

Please submit your resume to: MSU Northern Foundation, Attn: Toni Pedersen, Director of Finance & HR, Toni.Pedersen@msun.edu , or drop your resume off at our office at the MSUN campus; Cowan Hall; Room 305.

For more details about the MSU-Northern Foundation, go to www.msunfoundation.org .

Position will remain open until filled unless otherwise decided.