

# MSU-Northern Foundation

## Open Position: Managing Director

The MSU-Northern Foundation (Foundation) is the recognized philanthropic body of Montana State University-Northern (University). 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 seeking an outgoing person to be part of a four-person team located on the MSU-Northern campus in Havre, MT. As Managing Director of the Montana State University-Northern Foundation, the individual is the administrator of the Foundation. In this capacity, the Managing Director is responsible for and has the requisite authority for the management of the Foundation and coordination of the activities between the Foundation, University, donors, alumni and others. The Managing Director of the Foundation shall actively promote a favorable image of the Foundation and the University with the general public. The Managing Director along with the Director of Finance have the responsibility for administering and accounting for all endowments and other gifts for the benefit of Montana State University-Northern.

The MSU-Northern Foundation functions as the chief fundraiser for the University, collaborating with the Chancellor of MSU-Northern and the Foundation Board and staff to oversee all fundraising projects and coordinate fundraising priorities within the context of the University's strategic plan and goals. The Director guides, cultivates, and maintains a high profile for University fundraising and benefactor relations.

### **Salary and Benefits:**

- Competitive Salary of \$65,000-\$80,000 annually, depending on qualifications and experience
- Full Benefits Package

### **Responsibilities include, but not limited to:**

- Coordinate with the University (including Chancellor, academic deans, and University administrators) and the Foundation Board and staff to maintain a sustainable flow of operating capital and revenue to integrate the University's fundraising expectations.
- Plan and manage fundraising campaigns designed to fortify the University endowment, build University infrastructure, and to ensure that the University achieves its mission for generations to come.
- Train, mentor, and manage Foundation personnel, volunteers, and others as needed in their roles as fundraisers and develop solicitation strategies for prospects.
- Establish annual productivity targets for fundraising as the basis for annual evaluations for University and Foundation staff.
- Oversee budgeting, accounting, reporting procedures, and investment practices to ensure compliance with the fiduciary requirements of the Foundation and the University in order to sustain the public trust.

- Direct the operations of the Foundation and provide oversight of the University's alumni relations program.
- Develop and implement major gift campaign strategies, including fundraising budgets; individual, corporate, and foundation funding proposals; campaign-related materials, annual reports, and press releases. Oversee website preparation, donor/prospect databases, brochures, letters and newsletters.
- Coordinate visits with major and potential benefactors for the University Chancellor, Foundation Board members, fundraisers and key volunteers.
- Lead Trustee and Committee meetings as necessary. Represent the Foundation at University leadership meetings and University events. Will include some hours outside the 8-5 workday and some weekends.
- Coordinate outreach with the Foundation staff as it relates to appeals, public relations, marketing, social media and website.
- Coordinate Event planning, setup, logistics, etc. with Foundation staff, board, and volunteers.
- Perform necessary community engagement activities, including attending community service organization meetings periodically.

**Required Experience/Qualifications:**

- Bachelor's Degree in business/financial/communication - related field
- Experience managing and mentoring people
- Experience with nonprofit, philanthropic foundation, or experience working at a college or university
- Demonstrate financial literacy, awareness of market trends, analytical skills, and critical thinking
- Possess excellent oral, written, and interpersonal communication
- Experience managing timelines and working towards goals
- High level of computer knowledge and abilities, including working knowledge of the Microsoft suite of products; specifically, Word, Excel and Outlook. Also includes donor/alumni database software
- Aptitude for working with a wide variety of constituencies
- Ability to be flexible and adaptable and juggle multiple priorities congruently
- Willingness to work under the direction of a volunteer board

**Physical Demands:**

Office environment with some indoor and outdoor work for events

Occasional travel within the State of Montana may be required

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 cover letter and resume to: MSU-Northern Foundation, Attn: Toni Pedersen, Director of Finance & HR, [toni.pedersen@msun.edu](mailto:toni.pedersen@msun.edu), or drop your resume off at the MSU-N campus; Cowan Hall Room 307.

For more details about the MSU-Northern Foundation, go to [www.msunfoundation.org](http://www.msunfoundation.org). Position will remain open until filled, unless otherwise decided.