

MSU-Northern Foundation

Open Position: Outreach Coordinator

Immediate Supervisor: Managing Director

Classification: Non-exempt

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

The Outreach Coordinator is responsible for managing communications with constituents, marketing and event planning, volunteer coordination, and alumni and donor stewardship. The Outreach Coordinator will work within an approved budget and track expenses and income for each event. The Outreach Coordinator will work in conjunction with the Managing Director to help to cultivate relationships with potential donors and create opportunities for development. This role requires congruent time management tasks and working closely with office staff, the FAN committee, and volunteers.

Salary and Benefits:

- Salary range \$35,000 - \$40,000 annually depending on qualifications; non-exempt position
- 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%
- Discount at campus bookstore

Responsibilities include, but not limited to:

Marketing and Communication:

- Create regular and targeted communications with constituents via direct contact, email blasts, website, social media and print publications.
- Manage Facebook, Instagram, and other social media accounts to increase online engagement and raise awareness for the Foundation.
- Conceptualize, design, write, edit, and budget plan the semiannual alumni newsletter, the Aurora Borealis.
- Operate as the webmaster for the Foundation, managing all technical aspects of the Wordpress website and associated software.
- Communicate with constituents via email, phone, and in person.

Event Management:

- Plan and execute events of all sizes at the direction of the Managing Director for the fiscal year while remaining budget-minded and pursuing event income and fundraising goals.
- Communicate and coordinate with colleagues in other University offices to plan on-campus events as well as participate in alumni visits and campus happenings.
- Assist in marketing the events via social media, website, and direct mailings.

Volunteer Management:

- Manage the Friends and Alumni of Northern (FAN) Committee in collaboration with the chair(s) of the committee.
- Actively recruit new volunteers to the FAN group, write the agenda for FAN meetings and delegate volunteer responsibilities.

Other Responsibilities:

- Train and manage student workers to support office operations and events.
- Create brochures, handouts, advertisements, targeting appeals, and other print and online material in support of donor stewardship or capital campaign projects as needed.
- Manage Raiser's Edge NXT constituent database, upload new alumni information semiannually, and regularly pull data reports to support events, marketing appeals, or for other projects.
- Other duties as assigned.

Required Qualifications:

- Associate degree with one to three years of office experience
- Keen attention to detail and accuracy.
- Proficiency with office hardware (computers, printers, conference phones) and software, especially Microsoft Office Suite (Word, Excel and PowerPoint) and Adobe Creative Suite (Photoshop, InDesign and Illustrator).
- Excellent written and oral communication skills, particularly in a nonprofit setting.
- Demonstrated time and project management skills, including meeting deadlines and responding quickly to inquiries and/or requests.
- Availability to work occasional special events on evenings or weekends with advance notice.
- Time management, organizational, communications (written and oral), and computer skills.
- High level of creativity, motivation, and energy to undertake diverse responsibilities.
- Ability to work independently and in a team environment on several projects at a time with minimal supervision.

Preferred Qualifications:

- Bachelor degree with one to three years of office experience
- Experience working in higher education and/or a nonprofit setting
- Alumni of MSU-Northern (formerly NMC)
- Database management experience
- Event planning and management experience

Physical Demands:

- Office environment with some indoor and 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 and cover letter to: MSU-Northern Foundation, Attn: Toni Pedersen, Director of Finance & HR, toni.pedersen@msun.edu or drop your resume off at the MSUN campus; Cowan Hall; Room 307.

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

Position will remain open until filled unless otherwise decided.

The MSU-Northern Foundation is an equal opportunity employer.