

The Wet Mountain Valley Community Foundation (WMVCF) prides itself in supporting local non-profit organizations working across human services, education, arts, historical preservation, sports and recreation, public health and safety, the environment, youth and senior services, animal welfare and other services that improve the quality of life for residents and visitors.

The WVMCF is currently looking for Managing Director to enhance and further the work of the organization. The director will focus on the day to day and unique administrative and program management responsibilities necessary to facilitate the program(s) effectively.

Administrative Responsibilities:

- Manage event organization, preparation, facilitation, and set up
- Write press releases, ongoing communications, and notifications, including social media and production/support of Spirit Campaign
- Record Board meeting and committee Minutes
- Monitor and report on progress and achievement of governance (goals, objectives, and financials, etc.)
- Mine data regarding community awareness
- Manage and/or support website (public and private side via word press)
- Ensure timely compliance with state and federal requirements for foundation activities and reporting
- Confirm that foundation insurance is active and state and federal nonprofit requirements are current and in force
- Maintain and manage annual calendar

Program and Plan Management Responsibilities:

- Identify and promote educational programs for our non-profits – this might include such topics as recruiting and retaining volunteers, finance management, fundraising and grant writing
- Fundraise – identify and build donor base, promote donor relationships and channels
- Work with board to develop donation/giving structure and plan giving options
- Increase non-profit engagement and interaction
- Benchmark successful practices of other foundations
- Participate in relevant, approved educational programs to further build the program and contribution levels

Job requirements

- Bachelor's degree preferred or equivalent work experience (e.g. prior experience in the nonprofit sector)
- Excellent written and oral communication, organizational and interpersonal skills
- High attention to detail
- Ability to effectively prioritize, multi-task and manage time to support the work of various functions
- A positive, proactive attitude with a high level of flexibility
- Capacity to take initiative, as appropriate
- Ability to work independently and as part of a team
- High level of professionalism, diplomacy, discretion, and confidentiality
- Demonstrated interest and experience in the nonprofit sector

Compensation:

Part Time (20 hours per week) @ \$25.00/hour

Would serve as an independent contractor. No benefits provided.

To Apply:

Interested candidates should send a cover letter, resume, by email to 'info@wmvcf.org'.

Please put "Foundation Application" in the subject line of the email.