



**Position:** Associate Director

**Job Purpose:** The Associate Director plays a vital role in advancing the organization's mission by providing strategic support in operations and event coordination. This position fosters MCF's donor engagement and strengthens member outreach.

**Job Summary:** The Associate Director provides essential support in operations and event coordination to advance the organization's mission. Collaborating closely with the Executive Director, this role focuses on planning, executing, and evaluating events while enhancing donor engagement, assisting with operations, and facilitating member outreach.

**Reports to:** MCF Executive Director

**Key Responsibilities:**

**Administrative Support**

- Provide comprehensive administrative support to the Executive Director, including calendar management, meeting coordination, and preparation of reports and presentations, ensuring efficient operations and effective communication across the organization.
- Assist in data entry and database management, ensuring accuracy and timely updates of information for various organizational needs.
- Provide support for committee activities and coordination of meetings.
- Lead the MCF Ambassador Program, driving initiatives to engage and empower ambassadors in support of the organization's mission.
- Ensure the timely renewal of subscriptions for essential services, including website hosting, domain fees, software accounts (Microsoft, Quickbooks, Submittable, Bloomerang, Zoom), and more.
- Order and maintain inventory of MCF swag and gifts for various events and member engagement.
- Oversee website updates and ensure content is current and relevant.
- Maintain marketing assets, including logos, event photography, past promotional materials, and annual reports.



### **Event Coordination**

- Collaborate with the Communications and Fundraising Committee and Executive Director to plan and execute successful events that align with the organization's goals.
- Assist in developing event themes, logistics, and schedules to ensure smooth operations.
- Coordinate promotions and marketing efforts to maximize attendance and engagement for each event.
- Manage event signage and sponsorships, ensuring proper recognition for partners and sponsors.
- Oversee registration, auction items, volunteer assignments, and on-site logistics to create a positive experience for attendees.
- Coordinate logistics for vendors, including auctioneers, live bands, photographers, beverage sponsors, and any necessary rentals.

### **Event Follow-Up**

- Assist with the invoice process for auction items, paddle raises, sponsorships, and other contributions.
- Coordinate the delivery of auction items to winners and maintain accurate records of in-kind donations and their values.
- Evaluate event outcomes with the fundraising committee to identify improvements for future planning.

### **Database Management**

- Maintain the organization's donor and grantee database to ensure accurate and up-to-date records.

### **Member Engagement**

- Reach out to new members by sending welcome letters and gifts to foster a sense of community.



**Qualifications:**

- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills.
- Experience in event planning and coordination, preferably in a nonprofit setting.
- Proficient in database management and various software applications related to event management.
- A self-motivated and results-driven individual who is passionate about supporting the organization's mission.
  
- Proficiency in Microsoft Office Suite and general office equipment.
- Ability to work independently and collaboratively.

**Location:** Big Sky, MT

**Employment Type:** Full-time

**Salary:** \$85,000 - \$100,000 DOE + comprehensive benefits package

If you are interested in this opportunity, please submit your cover letter, resume, and three professional references to [anna@moonlightcommunityfoundation.org](mailto:anna@moonlightcommunityfoundation.org) by Monday, Oct. 21, 2024. Thank you for your interest.