



MCF EVENTS & OFFICE MANAGER

Organization: Moonlight Community Foundation

Location: Big Sky, MT

Employment Type: Full-time

Salary: \$70,000 + DOE and comprehensive benefits package

Reports to: Executive Director

POSITION OVERVIEW

The Events & Office Manager is a dynamic dual role that drives MCF's community engagement through exceptional event execution and administrative excellence. This position serves as the lead coordinator for all organizational events while providing essential operational support to the Executive Director.

KEY RESPONSIBILITIES

Event Management

Planning & Execution

- Lead end-to-end coordination of MCF's signature events including annual fundraisers, community gatherings, and donor cultivation events
- Develop comprehensive event timelines, budgets, and logistics plans in collaboration with the Communications and Fundraising Committee & Community Outreach Committee
- Coordinate all vendor relationships including caterers, venues, auctioneers, entertainment, photographers, and rental companies
- Manage event sponsorships, signage, and partner recognition to fulfill all sponsor benefits

- Oversee ticket registration systems, volunteer coordination, and on-site logistics to ensure seamless event experiences

Post-Event Operations

- Process invoices for auction items, paddle raises, sponsorships, and contributions etc.
- Coordinate auction item delivery to winners and maintain records of in-kind donations
- Maintain event photography archives and marketing materials for future use
- Coordinate with team on event messaging and social media content
- Lead post-event evaluations with stakeholders to capture insights and drive continuous improvement

Administrative Support

Executive Assistance

- Provide comprehensive support to the Executive Director
- Manage daily office operations including processing deposits, preparing donor thank you letters and tax acknowledgements, coordinating mail services, and handling office errands
- Prepare and distribute meeting minutes
- Maintain donor and grantee database (Bloomerang) with accuracy and attention to detail
- Send welcome letters and gifts to new members to foster community connection
- Manage inventory of MCF branded materials and donor gifts
- Assist in maintaining a consistent and engaging presence across MCF's social media platforms
- Oversee website updates to ensure current and relevant content

- Maintain organized library of logos, photography, promotional materials, and annual reports
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QUALIFICATIONS

Required

- 3+ years of experience in event planning and coordination, preferably in nonprofit sector
- Proven ability to manage multiple projects simultaneously with exceptional attention to detail
- Strong organizational and project management skills
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office Suite and social media platforms
- Experience with donor databases (Bloomerang or similar CRM preferred)
- Ability to work independently and collaboratively in a fast-paced environment
- Flexibility to work evenings and weekends as events require

Preferred

- Bachelor's degree in Event Management, Nonprofit Management, Communications, or related field
- Experience with QuickBooks, Submittable, or grant management software
- Familiarity with website content management systems
- Connection to or knowledge of the Big Sky community

Personal Attributes

- Self-motivated and results-driven with a passion for community impact
- Ability to work independently
- Professional demeanor with strong interpersonal skills

- Creative problem-solver with a can-do attitude
 - Detail-oriented with ability to see the big picture
 - Collaborative team player who thrives on making events memorable
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TO APPLY

Please submit your cover letter, resume, and three professional references to anna@moonlightcommunityfoundation.org by **Friday, May 1, 2026**.

We look forward to hearing from you!