



## JOB VACANCY ANNOUNCEMENT

### Engagement Coordinator

**Application Deadline:** February 15th

*We will review applications as they are received*

**Location:** Helena, Montana

**Anticipated Start Date:** As soon as possible

Starting at 30 hr/wk, Permanent position

**Compensation:** \$22-25 an hour DOE, with benefits

Salary \$34,320 - \$39,000 (for 30hr/week)

### Overview:

**Overview:** This Montana Association of Conservation Districts (MACD) position is part of a statewide effort to serve the interests of Montana's 58 Conservation Districts. MACD is a nonprofit organization with programs to promote local, common-sense conservation. We are looking for someone to join our team to work on our current activities and help us build for the future. The position will primarily focus on planning and coordination of (1) the Soil Health Symposium and (2) statewide Annual Convention for Montana's conservation districts. Additionally, this position will collaborate with a skilled nonprofit consultant to stand-up a MACD Fundraising Committee and develop an organizational Fundraising Plan, as part of our overall strategic plan. Further job duties will include support of statewide education and outreach programs and activities. This position has room for both growth and creativity as our organization continues to move forward on our new strategic plan and builds on existing momentum and partnerships. The successful applicant is friendly, confident, detailed oriented, motivated, and creative. This is a permanent position starting at 30 hours per week; please note your preferred work schedule in your application materials.

### Core Responsibilities:

#### Event Planning and Coordination

1. **Soil Health Symposium:** Coordinating a steering committee and collaborating closely with the Natural Resource Conservation Service (NRCS) on planning the regional Soil Health Symposium (400+ participants), held annually in Billings in February. The Engagement Coordinator will be the point person for this event - including contacting the venue, speakers and presenters, vendors, sponsors, etc.
2. **Annual Convention:** Coordinate the Convention Planning Committee, which includes conservation district staff and supervisors, to organize and plan the three-day Annual Convention for Montana's Conservation Districts. Each year, this event is hosted by a different group of conservation districts in a different location in the state. In 2023, the Convention will be hosted by Area 4 Conservation Districts in Billings.
3. **Support other MACD and Conservation District Events:** This position will be responsible for supporting, and in some cases overseeing, the planning of other MACD or conservation district events such as the MACD Legislative Meet and Greet or the Conservation District Area Meetings.
4. Recruits and manages volunteers to support events and programs

## **Fundraising**

1. Assists the ED in representing the organization at community events and in establishing positive relationships with community leaders and seeking advantageous partnerships with community businesses, vendors and individuals.
2. Collaborate with a skilled nonprofit consultant to stand-up a MACD Fundraising Committee and develop an organizational Fundraising Plan, as part of our overall strategic plan.
3. Collaborate with a hired marketing consultant and the MACD Communications Specialist to develop a Marketing Plan for MACD to help carry out our fundraising plan and overall organizational goals.
4. Following the development of a fundraising plan, duties will include developing and implementing annual giving campaigns, building relationships with foundations and donors, preparing media releases announcing special needs of conservation districts and donor opportunities, etc.

## **Education, Outreach, and Committee Support**

- Staff contact for the Big Sky Watershed Corps (BSWC) Program, including sitting on the BSWC Steering Committee and providing host site support.
- Collaboration with partners on statewide education and outreach activities for conservation districts.

## **Qualifications**

- Education: Bachelor's degree in communications, business, natural resources, or comparable field preferred; Equivalent work experience may be considered in lieu of or substitute in part for the bachelor's degree
- Ability and willingness to work outside of standard office hours (i.e., 8am-5pm) when needed (during events)
- Ability and willingness to travel to events and meetings; Up to 10% of the position is travel-based.
- A valid motor vehicle driver's license, which must be maintained during employment. Use of personal vehicles may be required for travel at times, and will be reimbursed for mileage at the current federal rate

## **Required Knowledge, Skills, and Abilities:**

- Ability to communicate clearly and effectively both orally and in writing with conservation districts, board, office staff, landowners and partner agencies. Ability to establish working relationships with a wide variety of people from differing backgrounds.
- Demonstrated skill in public speaking and proficiency in the use of standard office software and social media. Open to learning new software packages and management tools.
- Proficient in Excel and Word programming.
- Must be a self-starter, have a positive attitude, be teamwork and partnership-driven, and have a solution-oriented mindset. Demonstrate the highest level of professional and personal integrity.
- Ability to plan, organize, define tasks and meet deadlines, providing proven ability to direct organizational efforts to accomplish objectives, programs, and projects within established time frames and budgets.
- Experience in event planning and coordination.
- Experience with funding development and fundraising activities or willingness to learn.
- Experience with WordPress or willingness to learn .

## **Compensation:**

The employee benefit package includes 10 paid holidays, annual and sick leave, a health plan, a retirement plan, a cell phone stipend, AAA membership, and a flexible work environment.

**Wage/Salary:** \$22-25/hour depending upon experience.

**To apply:**

*The requirements listed in this job announcement are guidelines, if you meet 70% of these qualifications, we encourage you to apply. Other job experience and skills will be considered, and some on-the-job or professional training can be provided.*

**To Apply:** Send a cover letter indicating your interest, a resume, and three references with contact information to [hire@macdnet.org](mailto:hire@macdnet.org).

**Questions?:** If you have any questions please contact either Rebecca Boslough-King ([rebecca@macdnet.org](mailto:rebecca@macdnet.org)) or Brenna Rietmann ([brenna@macdnet.org](mailto:brenna@macdnet.org)).

For more information about these positions and MACD, visit: [www.macdnet.org](http://www.macdnet.org)

***MACD is an equal opportunity employer.***