



*Endowing the Future of Our Faith*

The Catholic Foundation of Eastern Montana is accepting applications for the position of ***Communications Specialist***.

**The mission of the Catholic Foundation of Eastern Montana:**

In joyful relationship with Christ and our donors, the Catholic Foundation of Eastern Montana builds permanent, everlasting endowments to secure a vibrant future for the Catholic parishes, schools, and ministries in our diocese.

**About the Catholic Foundation of Eastern Montana:**

Founded in 1999, the Foundation is a nonprofit organization which is separate and independent of the Diocese. It is governed by an all-volunteer Board of Directors (made up of Catholic laypeople and priests) with its own staff that focuses solely on helping Catholics build permanent endowments for Catholic entities, including our parish. The Foundation currently manages more than 150 permanently restricted endowments for Catholic parishes, schools, ministries, and organizations located within our diocese. The Foundation invests all contributions for individual permanent endowments for maximum total return so that each endowment beneficiary receives a healthy distribution each year.

**Position Description:**

The full-time *Communications Specialist* is a dynamic personality who will increase awareness and knowledge of the Catholic Foundation of Eastern Montana. Building interest and confidence in the Foundation is a necessary component of accomplishing the organizational mission.

Reporting to the Foundation President, the *Communications and Development Specialist* will develop and guide strategy for online and print communications to effectively tell the Foundation's story and accomplish its endowment-building mission.

The successful candidate will understand nonprofit marketing and communications and have knowledge of and passion for the Catholic Church and its teachings.

**Position Location:**

Great Falls, Montana

## **Position Responsibilities:**

### Content Production and Management

- Produces high-quality written and visual content, from start to finish, for use across all platforms including social media, e-mail, web, print, photography and video, if applicable.
- Ensures consistent look, style, and feel for communications
- Contacts endowment fund beneficiaries to learn how distributions are used; creates information for the President to use in communication to donors
- Interviews donors, fund beneficiaries, and grant recipients to develop compelling content

### Print Communications

- Writes content for parish bulletins; creates bulletin inserts
- Originates, and oversees the design of promotional materials, including brochures, posters, flyers, invitations, post-cards, etc.
- Drafts articles for the bi-monthly magazine of the Diocese of Great Falls-Billings, *The Harvest*
- Writes content for and helps produce newsletters and other outward-facing donor communications used to solicit donations and express gratitude
- Produces content, layout and copy editing for the Annual Report

### Website

- Serves as the primary manager of the Foundation's website
- Creates fresh, accurate website content on a consistent basis

### E-mail Communications

- Builds and manages e-mail database
- Develops strategies, writes copy, and edits a monthly donor e-newsletter
- Creates compelling content for regular e-newsletters, email blasts, and e-appeals to donors and other friends of the Foundation

### Social Media

- Serves as the main administrator and manager of all social media accounts
- Creates engaging, meaningful, mission-oriented content for social media networks on a regular basis
- Implements fundraising campaigns via social media

### Other Duties

- Phone calls, letter-writing, and in-person meetings with donors and prospective donors from time to time
- Builds relationships with diocesan personnel, clergy, fund beneficiaries, and parishioners
- Assumes additional responsibilities as assigned by the Foundation President

The above statements are intended to describe the general nature and level of performance expected in this position. They are not intended to be construed as an exhaustive list of all duties and skills required.

## **QUALIFICATIONS**

- Practicing Roman Catholic in good standing with the Church
- Passionate about the Catholic faith and comfortable speaking about it with others
- Bachelor's degree in communications, public relations, development, or a related field, preferably with two or more years of experience
- Other combinations of education and related experience will be evaluated on an individual basis

## **WORK ENVIRONMENT and PHYSICAL DEMANDS**

- Must be able to work in a quiet environment
- Must be able to work independently
- Must have a valid driver's license and be willing and able to drive occasionally throughout the 94,000+ square mile area encompassed by the Diocese of Great Falls-Billings
- Must be able to operate office equipment such as computers, telephones, copy machines, work with manual files systems, and perform computer work for extended periods of time
- Some overnight travel may be required
- Ability to lift/push/pull 25 pounds
- Compliance with the *Safe and Sacred* program (training will be provided)

## **SKILLS**

- Ability to organize, prioritize and self-direct work to meet deadlines
- Attention to detail, commitment to accuracy, and ability to produce high-quality work

- Demonstrated skills and proficiency in writing for all areas mentioned within the position description
- Creative thinker who can develop ways to build and promote content
- Excellent writing, copy editing and proofreading ability
- Exceptional oral and written communication skills
- Excellent interpersonal skills and the capacity to successfully develop and manage authentic relationships
- Proficiency in the Microsoft Office Suite, especially Word and Excel.

#### **ADDITIONAL CHARACTERISTICS**

- Articulate and professional demeanor with strong work ethic, self-confidence, and initiative
- Genuine interest in people and serving others

#### **SALARY AND BENEFITS:**

- Competitive salary appropriate for the position and geographic region
- Medical, dental, and vision insurance premium support for the employer-sponsored health insurance plan
- 403(b) defined contribution retirement savings plan
- Generous paid holiday, vacation, and sick leave

#### **TO APPLY:**

Interested applicants should submit a cover letter, resume and three professional references to [judy@catholicfoundationmt.org](mailto:judy@catholicfoundationmt.org). This position is open until it is filled. Please direct any questions to [judy@catholicfoundationmt.org](mailto:judy@catholicfoundationmt.org).