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| Missoula County Logo | **MISSOULA COUNTY** **invites applications for the position of:**  **Development and Communications Director** |

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| **SALARY:** | $25.40 Hourly |
| **DEPARTMENT:** | Historical Museum at Fort Missoula |
| **DIVISION:** | Not Applicable |
| **OPENING DATE:** | 06/26/2023 – Open until filled |
| **BARGAINING UNIT:** | MFPE-Museum |
| **WORK SITE:** | Missoula |
| **SCHEDULING/HOURS OF WORK:** | Full Time |
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| **TO APPLY:**   * **Please complete all sections of the online application, even if a resume is requested.** * **Please include with a complete application the following attachments: College transcripts (unofficial copies accepted), a letter of interest, and a resume.** * **Incomplete applications may be disqualified.** * **Complete job description available upon request to the Department of Human Resources.**   **DEFINITION:** Directs and coordinates the fundraising, donor development, membership, website and social media, paid marketing and communications efforts for the Historical Museum at Fort Missoula and the Friends of the Historical Museum at Fort Missoula. | |
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| **REPRESENTATIVE EXAMPLES OF WORK:** Assists in administering grants received including: receipting and disbursing funds; establishing and maintaining accurate records; preparing periodic financial and performance reports; and ensuring compliance with all applicable rules and regulations. Plans, organizes, and solicits major donations; establishes and maintains contacts with individual and corporate donors. Researches and identifies potential sources of gift support including individuals, corporations, and foundations. Plans and administers fundraising programs for major individual donations, sponsorships, corporate giving, planned giving, annual giving and special events, including endowment campaigns and capital development campaigns. Maintains an accurate database of all donations. Acknowledges all gifts and donations and maintains communication with donors. Acts as liaison the Friends Board. Organizes all Friends Board fundraising activities and serves on other community board for the benefit of HMFM. Maintains membership in professional organizations. Makes public presentations about the Historical Museum at Fort Missoula, its mission, and goals. Leads communications strategies and provides guidance to museum staff in regard to media coverage and social media. Designs, writes, edits, and produces communications. Coordinates and provides interviews for Historical Museum staff with the media.   Drafts and disseminates press releases. Manages and coordinates all of the Museum’s social media accounts and manages HMFM website. Plans and coordinates all museum advertising including print media, radio, television, and social media.  Develops and monitors the museum’s advertising budget. Assists with the preparation of division and program budgets as part of the museum’s budget. Generates all accounting records regarding fundraising. Maintains Museum’s membership and donor data bases. | |
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| **MINIMUM QUALIFICATIONS:** Requires a Bachelor's degree. Degrees best suited to this position include non-profit administration, liberal arts, and communications. Requires two years of experience in development, fundraising, communications, and marketing.  Previous experience working in a museum setting desired. An equivalent combination of education and experience may be considered. | |
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| **PHYSICAL/ENVIRONMENTAL DEMANDS:** The work is commonly performed in an office setting. Requires occasional light lifting (up to 20 lbs). Requires occasional field site inspections involving walking over rough, uneven terrain. Requires occasional out-of-town travel to attend meetings, conferences, and workshops. Requires working evening and weekend hours to facilitate fundraising campaigns and donor events. Requires working on the 4th of July. | |

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| **APPLICATIONS MAY BE FILED ONLINE AT: https://www.governmentjobs.com/careers/missoulacounty/**  406-258-4874 [gbrown@missoulacounty.us](mailto:gbrown@missoulacounty.us) | Position #2023-00139 |