



## **POSITION ANNOUNCEMENT**

Position: **Communication and Administration Assistant**

Reports to: Executive Director

Status: Full-Time, Exempt

Visit [www.bluemountainfoundation.org](http://www.bluemountainfoundation.org) to learn more about the Blue Mountain Community Foundation. Application review begins April 1, 2017. Open until filled.

### **Description of Position**

The Communication and Administration Assistant is responsible primarily for implementation of the Community Foundation's communications, development, marketing, events and meetings (40%), assistance with scholarship process (25%) and office and general administration support including inputting financial records (35%).

### **New Directions for BMCF**

The 2016 Strategic Plan has identified three goals in the next three to five years: 1) continue current programming with excellence, 2) increase funds raised for BMCF operations, and 3) expand community engagement and leadership to solve problems through collaboration. The Communications Associate will play a key role in each of these areas.

The Communication and Administrative Assistant's responsibilities within each Strategic Plan goal are:

- 1) Continue current programming with excellence: Annual report, special brochures and communications about scholarships (Legacies publication) and gifts of agricultural land, website and Facebook regular updates. Assist with press releases and other writing projects of the Executive Director. Inputting financial records (checks, invoices) with the Director of Finance. Events such as Celebration of Giving, Holiday Party, seminars about investments and estate planning, and events outside of the four county service area on occasion.
- 2) Increase support for BMCF operations: An increased fund-raising effort for BMCF operations among friends and supporters each year. Research prospective funders and donors and assist in writing proposals and outreach material to achieve goals.

- 3) Increase community engagement and leadership: BMCF is involved with several community-wide collaborative efforts to solve problems and improve the quality of life throughout the four county region. BMCF Executive Director and Donor Services Associate are primarily responsible for representing the Community Foundation. The Communication and Administration Assistant will support the Community Engagement effort.

### **About Blue Mountain Community Foundation**

Blue Mountain Community Foundation was established in 1984 by community leaders in order to build a community-wide resource of flexible charitable funds that would be available for problem-solving and improving the quality of life in perpetuity. BMCF primarily serves Walla Walla, Columbia and Garfield counties in SE Washington and Umatilla County in NE Oregon. BMCF offers donors many choices and plans to achieve their philanthropic goals. Services include donor advised funds, permanent endowments, agency funds for charitable organizations, field of interest funds, charitable remainder trusts, managing gifts of agricultural land and commodities for the good of the community and scholarship funds. With over 300 funds, BMCF assets now total near \$42 million. BMCF has distributed over \$22 million in gifts, grants and scholarships since its founding. All of these funds have been donated to BMCF by community members through trusts, wills and outright gifts since 1984. BMCF is governed by a Board of Trustees of fifteen and has nine Board Committees which include many members of the community in addition to Trustees. A wide variety of grants, scholarship and nonprofit organizations that are partners across many issues and topics such as the arts, education, health care, the environment, improving the economy, among others. BMCF seeks gifts from many donors and makes donations and grants to many charitable organizations.

### **Key Competencies**

- College degree
- Fluency in Spanish a plus.
- Excellent communication skills, written and verbal
- Lifelong learning orientation, ability to learn new skills and information and apply new skills to work
- Commitment to and understanding of the nonprofit sector; experience with grantmaking and/or foundation grantseeking a plus.
- Customer service orientation; interested in working with team to achieve common goals.
- Dependability, discretion, strong work ethic.
- Experience with office equipment such as copier, phones, and Microsoft operating platform.
- Must have strong computer skills including Word, PPT, Excel and other applications.
- Must have experience and/or interest in website maintenance and ongoing improvement.

- Strict confidentiality with personal and financial information.
- Must submit to background and credit checks.
- Must be organized, and flexible in approach to work.
- Must be able to meet deadlines, and able to manage workload, particularly in prioritizing and asking for assistance.

#### **Terms & Conditions**

- Full-time: 35 hours per week
- Salary is commensurate with experience: \$35,000 to \$38,000 range
- Paid vacation as per BMCF vacation policy
- Twelve paid Holidays each year
- Benefits: health care insurance, dental insurance, disability insurance, life insurance, 403 b retirement plan, health leave
- Reports to the Executive Director
- Works with: Executive Director, Donor Services Associate, Director of Finance
- Blue Mountain Community Foundation employees are at –will
- Blue Mountain Community Foundation is an equal opportunity employer

#### **To Apply:**

To apply, send a cover letter and resume to [kari@bluemountainfoundation.org](mailto:kari@bluemountainfoundation.org). Call 509-529-4371 with any questions about the application process.

**BMCF embraces diversity, equity and inclusion in employment and service. We encourage applicants from underrepresented backgrounds to apply.**