



Role: Nonprofit Programming and Relations Manager

Exempt, Full Time

Reports to: Executive Director

Job Purpose: One Valley's mission is to connect people who care to causes that matter to our community. This position plays a key role in fulfilling this mission in Gallatin County by managing One Valley's programming for and the support of nonprofits throughout the county. As our community continues to grow, One Valley has recognized a need for elevated programming that connects, improves and supports our expanding nonprofit sector. The Nonprofit Programming and Relations Manager plays a lead role in establishing One Valley as the go-to-resource for nonprofit leaders in the region.

Function: To maintain and enrich One Valley's nonprofit focused programming while ensuring that these initiatives meet nonprofit and community needs. To serve as a trusted and accessible resource and a connector for the nonprofit leaders, staff, volunteers and service providers throughout Gallatin County.

Overview: This role empowers our nonprofit leaders to do their work more effectively by providing them dynamic professional development, convening opportunities, and facilitating connections to other nonprofit leaders and resources in our region. Under the direction of the Executive Director, the Nonprofit Programming and Relations Manager coordinates complex programming and event logistics, builds relationships with nonprofit leaders and has an understanding of the nonprofit sector in Gallatin County. Additionally, this role has familiarity with nonprofit management best practices, manages communication to nonprofits through social media, emails and website content and facilitates fundraising and sponsorship efforts to support specific programs. One Valley is a growing organization. While this role is focused primarily on nonprofit programs, the ideal person for this position would serve as a team player to support our organization's overall goals and objectives.

The primary duties of the Nonprofit Programming and Relations Manager require the ability to:

- Manage complex event and programmatic logistics
- Create and execute programmatic strategy
- Serve as a resource to local nonprofit organizations and have an understanding of the local nonprofit and philanthropic landscape
- Manage communications surrounding programming to nonprofits, media, partners using a marketing plan via press releases, social media, and website content
- Facilitate meetings, either in person or via Zoom, of 50+ people with ease

- Evaluate program effectiveness and make recommendations for program improvements to help ensure short and long term program successes
- Oversee and manage program budget and expenses
- Build and maintain relationships with funder representatives
- Execute fundraising efforts to sustain programming through grant writing, program proposals and verbal solicitations

Approximate Percentage of Time	Primary Role
50%	<p>Programs Management</p> <p>Demonstrates best practices in program management by managing all event logistics and programmatic strategies for One Valley’s signature nonprofit programming such as Give Big Gallatin Valley, Nonprofit Cafe, Executive Director Roundtable, BoardLaunch and one-day trainings. This is accomplished by:</p> <ul style="list-style-type: none"> ● Executing complicated event logistics ● Facilitating moderation of programming in person and via online platforms such as Zoom ● Handling all contracts and vendor relationships ● Building nonprofit program strategy that aligns with organizational goals and mission ● Managing event volunteers ● Surveying nonprofit constituents in order to create strategic and responsive programming based on nonprofit needs and concerns ● Building and maintaining relationships with funder representatives ● Serving as the communications representative ● Overseeing and managing program budget and expenses in conjunction with the Finance and Operations Manager and Executive Director ● Creating and executing evaluation processes for programs and events and capturing evaluation data for an annual report of One Valley programs and impact
15%	<p>External Communications Management</p> <p>Supports effective external communication of One Valley’s nonprofit programming and event logistics to increase stakeholder engagement by:</p> <ul style="list-style-type: none"> ● Managing communications of events to nonprofits, media, funding partners via social media ● Organizing nonprofit jobs and events via our website and Nonprofit Buzz emails ● Supporting blog posts on One Valley website ● Executing press releases on programming

	<ul style="list-style-type: none"> Working with the Executive Director to streamline communication from the Foundation.
15%	<p>Fundraising and Development Support</p> <p>Supports efforts to provide exceptional donor experience for community members who invest in One Valley’s programming in order to maintain sustainable programmatic revenue. This is accomplished by:</p> <ul style="list-style-type: none"> Working directly with the Executive Director to create and execute a programmatic revenue strategy that includes: <ul style="list-style-type: none"> Grant writing Grant reporting Verbal solicitations of program sponsors Researching potential funding avenues Meeting with current and potential donors Maintaining relationships with funder representatives Managing sponsorship benefits for Give Big and other signature programming
10%	<p>Administrative Support</p> <p>Providing important organizational infrastructure to streamline processes to strengthen One Valley’s organizational development by:</p> <ul style="list-style-type: none"> Maintaining organized folders of program data and content Creating and maintaining program checklists, timelines and contact sheets Evaluating program effectiveness and making recommendations for program changes and improvements to help ensure short and long-term program successes Researching and implementing processes and software to improve program planning and efficiency where needed Utilizing internal fund accounting system to manage program budgets
10%	<p>Nonprofit Relationship Management</p> <p>Demonstrates leadership by being a go-to resource for nonprofit leaders by:</p> <ul style="list-style-type: none"> Connecting them with funding opportunities, other nonprofit leaders, initiatives and training opportunities Maintaining current understanding of local nonprofit sector and nonprofit leadership

Primary Activities and Outputs:

1. Coordinate all tasks and logistics associated with all One Valley programs and events that are in-person and virtual including but not limited to Give Big Gallatin Valley, Nonprofit Cafe, the Youth Giving Project and BoardLaunch.
2. Manage the Executive Director Roundtable, one-day trainings and other new initiatives.
3. Assure relevance and impact of One Valley’s programs and events.
4. Create and execute evaluation processes for programs and events.

5. Capture evaluation data for an annual report of One Valley programs and impact.
6. Fundraise for programming sponsorship.
7. Track program and events income and expenses in CommunitySuite fund accounting system.
8. Create and execute on weekly communications for Foundation programming.
9. Be a resource for nonprofit leaders who connects them with funding opportunities, other nonprofit leaders and training opportunities.
10. Create a healthy and productive work environment.
11. Complete administrative duties as necessary.
12. Other duties as assigned.

Qualifications:

Desired Characteristics:

- 3-5 years of experience in program and events management. Individuals with other combinations of related education and experience are encouraged to apply and will be considered on a case-by-case basis
- Experience convening groups and facilitating discussions in person and virtually
- Experience working in the nonprofit or philanthropy sector
- Understanding of community foundation structure and purpose
- Approachable, friendly, and outgoing
- Skilled listener and strong public speaker
- Highly organized, detail-oriented, and conscientious self-starter
- Able to strategize and prioritize effectively to accomplish multiple tasks
- Objective, strong “can do/will do” style
- Builds and maintains relationships with ease
- Proficient in Microsoft, Squarespace, Google Suite, Zoom
- Works efficiently with timelines and budgets

Environmental Conditions:

- Sitting, standing for long periods of time
- Computer work, keying and screen
- Lifting of less than 25 lbs., occasionally

Salary and Benefits:

\$50,000 - \$55,000 DOE. Eligible for health, retirement and paid time off benefits including paid holidays and parental leave after a six-month probationary period is complete. One Valley provides a flexible work environment.

The One Valley Community Foundation is an Equal Opportunity Employer:

One Valley follows an equal opportunity employment policy and does not discriminate against someone (applicant or employee) because of that person’s race, creed, color, ethnicity, national origin, religion, sex (including gender identity, gender expression, sexual orientation, or pregnancy), age, physical or mental ability or genetic information, veteran status, military obligations, marital status, or any other protected class as provided for by applicable local, state and federal law. This nondiscrimination policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

To Apply:

After thoroughly reviewing our website, interested applicants must email a cover letter, resume, and the contact information for four professional references in one PDF file to bridget@onevalley.org. Please mark the subject line to read "Nonprofit Programming and Relations Manager Application".

Application Deadline: Monday, October 19th, 2020