



Leadership Montana Special Projects Coordinator

About Leadership Montana

Leadership Montana exists to develop leaders committed to building a better Montana through knowledge, collaboration, and civility. Through our unique educational programming, we gather some of the most accomplished minds to deeply discuss current issues facing Montana.

Once participants complete the program, they join our esteemed alumni network consisting of the state's most influential professionals. With an increased awareness and a commitment to service, our alumni shape Montana's future with enhanced leadership skills and a deepened knowledge of the challenges and opportunities facing Montana.

Leadership Montana also provides training for the citizenry of our state through special programs and events like our annual signature event, The Confluence, and the Lessons in Leadership speakers series.

Leadership Montana is 501(c)(3) not-for-profit organization governed by a volunteer Board of Governors.

Leadership Montana is based in Bozeman. We are open to this position working in other communities, however Bozeman is preferred.

Position Overview

The Special Projects Coordinator is a half-time position, with potential for full-time at a later time, and reports to the President/CEO. Working in collaboration with the President/CEO, Program Manager, and many volunteers, the Special Projects Coordinator takes a supportive role to ensure a high-quality experience for Leadership Montana alumni and other participants. Some evening and weekend work may be required. In-state travel is required on a regular basis.

The special projects specified to date include a new alumni program known as The Masters Class and a youth leadership experience, which is currently in development.

Duties and Responsibilities

Meeting and Event Planning

Plan and execute all logistical details for sessions including, but not limited to; site selection, negotiating and booking hotel and meeting venues, menu selection, business tour arrangements, securing and working with numerous presenters, designing and updating meeting agendas, communicating with program class participants, set up and tear down,



interfacing with event venue staff, and generally supporting director, trainers, speakers, class participants and volunteers.

Operations and Administration

Assisting with necessary organizational operations including, but not limited to; managing social media accounts, website and database, and generally supporting the President/CEO, Program Manager, governors, vendors, and volunteers.

Essential Requirements

- Excellent writing ability and grammar, good communication skills and attention to detail
- Proficient in managing databases
- Proactive, organized and responsive
- Proficient in prioritization
- Computer proficiency in WORD, EXCEL, ACCESS, OUTLOOK, NEON CRM, Word Press, and other applications as required
- Display ability to take initiative and work independently, and be capable of working closely with Leadership Montana alumni, donors and governing board and committee members

Preferred Abilities/Skills

- Previous event planning experience
- Familiarity with non-academic, adult classroom training principles and needs
- Ability to stay focused and on-task while remaining flexible to manage unforeseen interruptions

Other

Leadership Montana strives to work as a team and employees are often required to perform various duties for the overall good of the organization. These duties may sometimes fall outside the job description.

Salary

Compensation for this position will be commensurate with experience and may include a performance incentive plan in addition to guaranteed base salary.

To be considered for this position, please send a resume, three references and a cover letter detailing your leadership philosophy and commitment to building a better Montana. Forward these materials to Chantel Schieffer at chantel@leadershipmontana.org before February 15, 2018.