



## Memo

**To:** Summit employees, board members, volunteers and interested parties

**From:** Mike Mayer, Executive Director

**Date:** April 30, 2021

**Re:** Notice of position opening

Summit Independent Living is taking applications for a full-time development and community outreach director position in our Missoula office. This position will work alongside the Summit executive director, senior staff and Board of Directors in developing and executing a marketing and community outreach strategy for the communities we serve. A key responsibility is to play a lead role supporting Summit's board, staff and volunteers in a multi-million-dollar capital campaign to construct our new headquarters and community engagement center. This new position will be visibly active in the community, working to elevate our organizational profile; increase public awareness of Summit and our mission, programs and services; strengthen community partnerships; and expand our capacity to raise funds. Please refer to the enclosed job description for a complete listing of job duties, responsibilities and required qualifications.

This position is a full-time, 40 hours/week position with an annual wage range of \$45,000-\$55,000. Benefits include health insurance, life insurance, paid holidays, 401(k) plan and employer match, flexible spending plan, personal allowable leave for vacation and sick days, and long-term illness leave.

Individuals interested in applying must submit a current resume, cover letter, Summit employment application, and a 1-2 page writing sample. **Position is open until filled.** Application materials can be downloaded on Summit's website at [www.summitilc.org/about/employment](http://www.summitilc.org/about/employment). Submit all materials to:

Mike Mayer, Executive Director  
Summit Independent Living  
700 SW Higgins, Suite 101  
Missoula, Montana 59803

**OR** via email to:  
[mmayer@summitilc.org](mailto:mmayer@summitilc.org) or  
[banderson@summitilc.org](mailto:banderson@summitilc.org)

For more information regarding the job duties, qualifications, wage and benefits, or application process please contact Mike Mayer at (406) 728-1630 or [mmayer@summitilc.org](mailto:mmayer@summitilc.org).

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Summit provides reasonable accommodations for any known disabilities of applicants and/or employees to enable them to complete the application process and/or perform the essential functions of their jobs.