

## **SUMMIT INDEPENDENT LIVING JOB DESCRIPTION**

### **DEVELOPMENT AND COMMUNITY OUTREACH DIRECTOR**

Summit Independent Living is a non-residential, consumer-controlled, community-oriented non-profit organization headquartered in Missoula, Montana. Summit's mission is to advance the independence and civil rights of people with disabilities. In pursuit of this mission, we offer a range of services designed to help people of all ages and with all types of disabilities improve their self-confidence, knowledge, self-advocacy and other vital skills, and access to community resources, programs and services. Summit also advocates at the community level to reduce attitudinal, architectural and communication barriers, to combat discrimination, and promote development of needed resources. Our ultimate goal is increased independence, economic opportunity, and enhanced quality of life for all persons with disabilities.

**I. JOB SUMMARY:** This position will work alongside the Summit Independent Living 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.

#### **II. JOB RELATIONSHIPS:**

- Responsible to the executive director; coordinates day-to-day work closely with the advocacy coordinator and other Summit staff. Will also coordinate work activities with the Summit Board of Directors and capital campaign committee to raise funds to construct Summit's office building
- Supervision of others: As assigned, supervise volunteers and board and committee members working on the capital campaign project.
- Interrelationships: Responsible for developing and maintaining effective working relationships with the Summit board, management, coworkers, campaign committee members, community representatives, philanthropists, and the public.

#### **III. DUTIES AND RESPONSIBILITIES: ESSENTIAL JOB FUNCTIONS**

##### **Community Outreach and Marketing Responsibilities**

- Collaborate with the executive director, advocacy coordinator and other staff, and the Board of Directors to create and implement marketing and organizational branding and outreach strategies and activities in the community to raise Summit's organizational

profile. This will include assistance with the Summit website, newsletter, annual report and other print materials, advertising, newsletters, and social media posts.

- Represent Summit at relevant business, civic club, school, nonprofit and local government meetings to promote Summit's mission, programs and services and identify opportunities for collaboration between Summit and other agencies on issues of joint interest. Conduct other promotional and outreach activities such as making presentations, staffing display booths, and ongoing networking to expand Summit's reach in Missoula and outlying communities.
- Serve as a liaison to local, state and national agencies and organizations to promote disability awareness, issues, and programs, as assigned.
- Attend Summit events and activities to capture photos, video and personal stories to be used in promotional and outreach activities; archives digital and hardcopy information.
- Work as a team member to plan, implement and monitor Summit's Social Media strategy to broaden brand awareness, improve marketing efforts, and increase fundraising capacity. Develop media/promotional materials as requested.

### **Development and Fundraising Responsibilities**

- Manage the work of a volunteer Capital Campaign Committee throughout the 2021/2022 capital campaign, including scheduling and managing committee meetings, supporting materials for meetings with donors, and related donor follow-up.
- Oversee annual fundraising budgets, project timeline development, and monitoring of development activities for the organization and capital campaign. Produce external and internal reports regarding projected and achieved fundraising goals.
- Work in close collaboration with the executive director and Capital Campaign Committee to help establish donor solicitation priorities, manage prospective donor lists and research, develop and execute targeted promotion plans and activities and solicitation strategies for all fundraising prospects.
- Arrange and staff major donor cultivation meetings, and other fundraising events as needed.
- Play a lead role researching grant opportunities and writing grant applications, as well as oversee grant reporting.
- Prepare personalized fundraising proposals and support the executive director, staff and board members, and campaign committee members in their donor meetings.
- Manage donor acknowledgment, campaign record keeping and all donor stewardship

initiatives.

- Work as a team member with Summit staff and board members to create and execute annual development plans to support the organization's mission, vision and strategic plans.

### **General Duties and Responsibilities:**

- Document activities including timecard and employee expense sheet, online CIL Suite database, and required documentation.
- Maintain consumer, financial, and employment confidentiality.
- Travel as required to carry out assigned duties and responsibilities.
- Utilize computer, Microsoft Office Suite, and other applications for scheduling, preparing correspondence, reports and other documents; as well as email, internet access, and organizing, storing and retrieving data.
- Comply with all Summit policies and procedures.

### **IV. REQUIREMENTS:**

**A. Education:** Bachelor's degree in communication, marketing, finance, or other field leading to competency in fundraising and communication/marketing work. A combination of related education, training, and experience will be considered on a case-to-case basis.

**B. Licenses, Certification, Registrations:** Must be able to provide/coordinate own transportation as well as have a valid Montana Driver's License and proof of insurance if employee drives his or her own vehicle for work-related travel.

### **C. Minimum Qualifications:**

- 3-5 years' experience in the field of public relations, marketing, fundraising, or related work. Personal experience with disability and ability to serve as a role model and spokesperson for the independent living movement is preferred.
- Experience in networking and ability to work with diverse populations, including people of diverse backgrounds, cultures, ages and abilities.
- Proven experience in collaboration with the community and in developing community partnerships
- Ability to make direct asks of donors, and demonstrated success leading fundraising campaigns.

- Excellent organizational skills, capacity to organize, manage, and prioritize multiple priorities/projects, while meeting deadlines.
- Must have exceptional communication skills, including experience in fundraising, grant writing and conducting community outreach and public education initiatives.
- The candidate must demonstrate the ability to forge strong relationships with members of the Summit Board, staff, existing and prospective donors, the public, and community partners.
- Knowledge of disability rights and the independent living movement and ability to communicate disability issues in a culturally appropriate way to others with and without disabilities, community partners, and the general public based on an independent living and civil rights perspective.
- Experience and ability to work independent of direct supervision and in the community.
- Reliable source of transportation and ability to travel for work-related purposes when necessary.

#### **V. OTHER PERTINENT INFORMATION:**

This is a full-time, 40 hours/week position, housed in Summit's Missoula office.

Work can be done from home via telework and in the Summit office, as agreed upon.

This position is classified as non-exempt from state and federal overtime regulations and is compensated on an hourly wage basis.

#### **VI. REASONABLE ACCOMMODATION:**

Summit will provide reasonable accommodation for any known disabilities of employees to enable them to complete the essential functions of their jobs.