



BIG SKY OWNERS ASSOCIATION
JOB POSITION DESCRIPTION 2024
Communications Outreach and Development

Job Title – Communications Outreach and Development

Current Classification – Exempt; salaried, based off a 40-hour work week.

Relationships and Roles – The Communications Outreach and Development (COD) position reports to the Executive Director (ED).

Overall Position Purpose – Under the supervision of the Executive Director, this position is responsible for implementing and overseeing all fundraising efforts for BSOA projects and its 501c3, Benefit Big Sky’s (BBS), as it relates to both organization’s mission statements. Duties include administering the BBS Board of Directors (Board) and its meetings; implementing Board initiatives; initiate, plan, communicate, and market fundraising efforts and events. Excellent communications and interpersonal skills preferred, as well as strong organizational skills, attention to detail, time management and problem-solving skills; working knowledge of Microsoft Office and administrative processes is anticipated, along with experience and familiarity with grant writing and event planning. Leadership abilities are especially useful for recruiting and managing membership volunteers to assist with fundraising efforts.

Internally, the COD communicates between BSOA staff while keeping the Board and ED informed on all outreach and fundraising efforts. Most importantly, our COD is a people person, flexible, and tactful, has a proactive, competent, and positive attitude, and is motivated to fundraise for BSOA projects.

In addition to completing all duties as assigned by the ED, a table of responsibilities is detailed below.

Area of Responsibility	Associated Duties
BBS Fundraising and Events 40%	With guidance from the BBS Board and/or ED, interact with present and former donors to encourage contributions, future and ongoing; seek out relationships with membership and community partners; provide community outreach and communications to enhance opportunities to secure financial support through donations, grants, and sponsorships. Interface with BSOA members, visitors and the Big Sky community and partners with local business, community organizations and other parties who can have a major impact on the BSOA and BBS success. Initiate, plan, organize and carry out arrangements for BBS fundraising efforts, events and volunteer membership appreciation celebrations as determined. Track donor contributions and appreciations, maintain donor database, relationships and communications.

Administer BBS Board 20%	Assist to administer the BBS Board. Coordinate Board activity as needed, implementing goals and objectives, policies, and procedures. Work with the Board and ED to initiate and develop fundraising efforts, projects, programs, and partnerships. Coordinate with ED to complete Board meeting packets; create reports as determined. Attend and take Board meeting minutes; produce draft minutes for the ED. Performs all other duties as may be assigned by the Board and/or ED.	
Communications and Outreach 15%	<p>Work with the BSOA Staff to effectively communicate, through written and verbal means, the promotion of programs and projects, to keep our membership and community informed of all things BSOA. Communicate, promote, and provide outreach to the membership and community regarding BBS activities and fundraising efforts.</p> <p><u>BSOA E-Newsletter</u> (published monthly). Create and produce BSOA and BBS related article content with coordination of the ED; research and draft articles; route final draft to ED for approval and publication;</p> <p><u>Content Manager BSOA and BBS Websites</u> (continuous). Edit and produce content for websites and social media; membership communications and outreach coordination as approved by the ED; post updates as requested by staff.</p> <p><u>Membership Outreach</u> (continuous). Update and compile New Membership packets, Community Living Manuals, and administrative documents. Provide other communication and outreach related duties as needed.</p>	
BSOA Annual Events Planning 15%	Work with the Annual Meeting and Events Subcommittee to plan, organize and carry out all arrangements for BSOA events, i.e., Annual Meeting and Reception, Noxious Weed Pull, Christmas Stroll, and other possible events. Coordinate with ED to prepare BSOA Annual Meeting ballot packets and election ballot. Coordinate and order meals for BSOA Board and BBS Board meetings, luncheons, and Board Retreats, as determined by ED.	
Grant Writing 10%	Work with the ED to research and determine appropriate grant opportunities that would potentially support BSOA projects. Proficiency with grant writing that includes the ability to independently complete and submit grant applications and track awards thereof.	
Reception	Work cooperatively to assist with: answering and directing incoming telephone calls; greet visitors; maintain excellent working relationships with members, staff, community partners and organizations.	
Confidentiality	Perform to earn ED's and Board of Director's full confidence; assure discreet handling of all business.	

Special Projects – 2024: Fundraising for Restoration Project, Sustainability, and Traffic Calming