



<b>Job Title:</b>	<b>Outreach and Communications Manager</b>	<b>Job Category:</b>	Full Time
<b>FLSA Status:</b>	Exempt	<b>Position Type:</b>	Year Round
<b>Reports To:</b>	Director of Development and Communications	<b>Supervises:</b>	N/A
<b>Pay Range:</b>	DOE		
<b>Schedule:</b>	Fulltime – Year-Round		

## POSITION SUMMARY

### Organization History

The Big Sky Community Organization (BSCO) has been a leading non-profit in Big Sky, MT for 26 years. BSCO's primary focus is facilitating world class, year-round recreational programs, creating and maintaining trails and parks, and collaborating with community partners to serve residents and visitors who live, work and play in Big Sky. BSCO is currently positioned to significantly expand to meet the needs of the growing community. The recent opening of BASE, the community and recreation center that was funded by a \$24M capital campaign, provides a launch pad to greatly broaden BSCO's trail network, health and wellness programs, parks, recreational athletic leagues, and community building initiatives.

### Position Summary

The Outreach and Communications Manager will play a critical role in creating and supporting the continued communication and development efforts of BSCO, in partner with the Director Development and Communications, and the Development Manager. Priorities include, but are not limited to, event strategy and execution, social media management, fundraising assistance and executive support. The list below is not intended to be exhaustive.

## ESSENTIAL JOB FUNCTIONS

### *COMMUNICATIONS (35%)*

- Communications content generation
- Assisting with social media posting
- Generate monthly BASE communications plan in conjunction with BASE Leadership
- Build BSCO and BASE awareness through communication channels
- Responsible for organizing and maintaining BSCO photos
- Assist in strategic communications planning

### *DEVELOPMENT AND OUTREACH (40%)*

- Signature event ownership
  - ex. Summer Kick Off Party, 4<sup>th</sup> of July 5k, The Big Sky Biggie
  - Does not include the Annual Gala
- Event management and execution
- Generate new community events
- Generate new opportunities for philanthropic stewardship
- Acknowledgement process oversight and ownership
- Salesforce CRM management
- Act as an ambassador of the BSCO brand
- Prepare reports for the BOD Development Committee meetings
- Handle donor base with integrity and confidentiality
- Ownership of Donor Letters and tracking responses in Sales Force



- Build BSCO awareness through community events
- Responsible for Volunteer Program

*EXECUTIVE SUPPORT (25%)*

- BSCO general email inbox management
- Organize and maintain shared admin office area
- Office supply ordering
- Scholarship Committee facilitation
- Staff/Board Event ownership
  - Christmas Party
  - Staff Meeting
  - Workplace Anniversaries
  - Celebrations
  - Support onboarding and offboarding of board members
- Mail Pick up and check deposits/scanning
- Board Meeting assistance
  - Compile meeting materials
  - Board Meeting PowerPoint generation
  - Meeting Agendas
  - Remote Meeting Access
  - Dropbox management
- Additional responsibilities as requested by CEO or Director of Strategic Development and Communications

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in applicable discipline
- Three (3)+ years of event management and execution experience
- Three (3)+ years of marketing and communications experience

**PREFERRED SKILLS, ABILITIES AND BACKGROUND**

- Ability to handle financial and donor information with maturity and confidentiality
- Willingness to work independently, and part of a team
- Outstanding interpersonal, verbal and written skills
- Ability to grow existing, and develop new, donor relationships
- Commitment to BSCO's mission, vision and values
- Strong initiative, follow through and commitment
- Good organizational skills
- Experience in budgets
- Adaptable and open to change

**COMPENSATION AND BENEFITS**

- **Pay Range:** DOE
- **Fulltime Benefits**
  - Paid time off
  - Sick Leave
  - Nine (9) paid holidays
  - Employer contribution 80% of employee, 40% of dependent coverage



- \$125 per month toward eligible employees HSA
- 403(b) benefit plan with 3% company match (after one (1) year of employment)

**EQUAL OPPORTUNITY EMPLOYER**

BSCO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**DISCLAIMER AND ACKNOWLEDGMENT**

*This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and is not intended to be an exhaustive list. In signing this form, I understand the position's requirements and I acknowledge that I can perform these essential job functions satisfactorily, as outlined above.*

Employee's Signature		Date:	
Employee Name <i>(print)</i>			
Approved By:		Date:	
Last Updated By:	Liv Grubaugh	Date:	1.29.2025