



Position Announcement

Job Title: Office and Philanthropy Manager

Supervisor: Executive Director

Compensation: \$44,000 – 46,000 Salary commensurate with experience
Benefits include Health Insurance, HSA, IRA match, cell phone stipend,
paid holidays & PTO

Classification: Full-time, Permanent

Work Location: Flathead Valley, Whitefish Montana

About Nate Chute Foundation

The Nate Chute Foundation supports, educates, and empowers our communities to promote mental wellness and reduce suicide.

The Nate Chute Foundation was founded in 1999 by Terry Chute and Jane Kollmeyer. Thanks to unwavering community support, NCF has grown from an all-volunteer, kitchen-table organization to a robust nonprofit with staff serving communities throughout northwest Montana.

NCF provides evidence-based and evidence-informed training and educational programs to schools across the Flathead Valley, and to various organizations and communities. These initiatives aim to build resilience and increase intervention efforts throughout the county. Additionally, NCF strives to enhance access to mental health services by offering financial aid for professional counseling to individuals grappling with mental health issues.

Position Summary:

The Office Manager at Nate Chute Foundation is a vital member of the organization and is responsible for the day-to-day management of its operations. The primary role of this position is to ensure both individuals and organization function efficiently. This would include acting as a liaison within the company among departments and interacting with external stakeholders for the benefit of the organization. Additionally, this position will manage the organization's donor database, Bloomerang, and provide assistance and support regarding philanthropy management.



Duties and Responsibilities:

Office Management

- Provide comprehensive support to staff and management.
- Greet and provide basic information to visitors and callers.
 - Includes compassionately interacting with those seeking resources and services regarding mental health and suicide.
 - Handle sensitive information in a confidential manner.
- Support on-boarding of new staff.
- Handle staff scheduling.
- Ensure the office environment is safe, clean, and well-maintained.
- Coordinate with vendors and service providers for office maintenance and repairs.
- Oversee office layout, ordering, and maintenance of office equipment and furniture.

Event Support/Planning

- Assist with scheduling and coordinating trainings conducted by organization.
- Coordinate logistics for internal and external events, including booking venues, arranging catering, and managing invitations.

Inventory Management

- Keep track of office supplies inventory and place orders as necessary.
- Manage the distribution and allocation of office supplies.

Communication and Coordination

- Responsible for answering telephones and directing internal calls and emails.
- Monitor voicemail and PO Box.
- Serve as the point of contact for internal and external communication.
- Facilitate communication between departments to ensure smooth workflow.

Software Management and IT Support

- Manage organizational software including LastPass, Google Suite, Asana, Regfox, etc.
- Liaise with IT service providers to ensure office technology is functioning properly.
- Troubleshoot minor IT issues and escalate as necessary.
- Ensure organization implements IT security procedures.

Philanthropy Management



- Track and analyze giving and provide support for communication by generating applicable reports.
- Collaborate with the Finance team to ensure monthly and annual financial reconciliation and accurate contribution recording.
- Strengthen donor relations through excellent customer service, including email marketing campaigns.
- Conduct preliminary prospective funding research and grant preparation.

Education and/or Experience:

- Bachelor's degree and/or equivalent combination of training, education and experience that demonstrates the ability to successfully perform the duties of this position.
- Must be proficient in Google Suite, MS Excel, Word, and PowerPoint.
- Knowledge of fundraising practices and accounting principles is highly preferred.

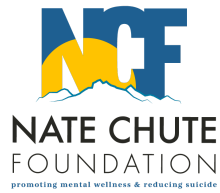
Skills and Abilities

- Outstanding attention to detail.
- Excellent organization and time management skills with the ability to prioritize and manage workload and deadlines.
- Strong research and analytical abilities.
- Proficient in planning and project management.
- Proven ability to take initiative, resolve problems, and follow through on tasks.
- Strong problem-solving skills.
- Strong communicator with the ability to present information concisely and effectively.
- Energetic, enthusiastic, and flexible team player.
- Ability to work independently as well as in a team environment.
- Commitment to maintaining confidentiality.
- Ability to collaborate with other social service professionals, agencies, and staff.
- Knowledge of and sensitivity to the unique challenges faced by families living in Montana communities.
- Knowledge of and ability to utilize community resources.

Working Conditions

- Must have access to consistent transportation and hold a valid driver's license.
- Must be available to work Monday through Friday.
- This position may require occasional participation in after hours/weekend work.

Please submit your resume and cover letter to info@natechutefoundation.org



Nate Chute Foundation is an equal-opportunity employer committed to diversity, equity, inclusion, and justice. We work to ensure against discrimination in employment, recruitment, compensation, promotions, and other conditions of employment against any employee or job applicant based on identity, including but not limited to race, ethnicity, sexual orientation, gender, gender identity, genetic information, parental status, marital status, national origin, age, pregnancy, religion, disability and/or veteran's status. Applicants of all identities are encouraged to apply.