



Friends of the Flathead Avalanche Center
(FOFAC)

Communications Manager

Reports to: Development Director and Board President

Provides support to: Development Director and Education Director

JOB DUTIES

Outreach - 65%

- Promote FOFAC as a recognizable and prominent community-based organization with both continuous growth and sustained, admirable community contributions.
- Create and distributes monthly FOFAC newsletter
- Oversee social media working with FAC staff, Development Manager and Education Coordinator for content.
- Coordinate with FAC in maintenance of various online profiles, including Facebook, photo gallery, incident events, etc.
- Coordinate with BOD to increase number and type of social media followers by contributing regular, informative avalanche information and appropriate stories.
- Responds to media inquiries.
- Work with FAC staff on website updates and oversight.
- Prepare a written monthly update to be presented at board meetings.

Fundraising and Development - 15%

- Assists in planning, and implementation of annual fundraising events.
- Staff and stage community events as needed
- Serve as reviewer and editor for major applications and proposals.
- Inform the public on fundraising accomplishments.
- Involved in the community and promoting FOFAC to individuals and businesses.
- Perform other tasks as assigned by the BOD and Development Director.

Education - 15%

- Coordinate educational course promotion with the Education Director and Flathead Avalanche Center (FAC).
- Work with Education and Development Directors to recruit volunteers and collaborate with partner organizations on educational activities.
- Perform other tasks as assigned by the BOD and Development Director.

Administration Support - 5%

- Perform administrative and clerical duties in support of BOD and Board Committees.
- Be proactive in fostering a positive attitude and image for FOAC, Board and consultants.

SKILLS**Personal Characteristics and Skills**

- Excellent oral and written skills.
- Extensive experience with computer programs needed to perform work.
- Knowledgeable in the use of social media and website management.
- Maintain positive working relationships with others, both internally and externally.
- Teamwork: work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness.
- Organizational Skills: Excellent time management skills; attention to details, capacity to prioritize and assess situations to determine urgency, set goals, monitor progress, and ability to make timely decisions.
- Experienced in appropriate and successful fundraising situations and comfortable with public speaking.
- Mature attitude and proven work history.

Compensation and Expectations:

- Up to 10/hour week year-round. Hours would be averaged as needed over the course of the season.
- Travel reimbursement follows FS travel allowance for mileage
- Compensation based on experience.

To apply, please submit a cover letter and resume to jenny@flatheadavalanche.org by Friday, October 20.