



Montana Nonprofit Association

Job Description – Organizational Development Coordinator

Montana Nonprofit Association (MNA) is a membership organization founded in 2001 to promote a strong nonprofit sector in Montana. MNA achieves its mission through advocacy and public policy, access to affordable products and services, organizational development and training, research and information sharing, and network building. Representing the richness and diversity of Montana's charitable nonprofit community, MNA's over 600 nonprofit members address a broad array of missions, come from all four corners of the state and everywhere in between, and range in size from the smallest all-volunteer nonprofits to the largest organizations in Montana. MNA is a member of the National Council of Nonprofits that serves over 25,000 nonprofits through its network of state nonprofit associations across the country.

Job Title: Organizational Development Coordinator
Location: Helena
Reports to: Organizational Development Director
Date: January 14, 2012

Essential Duties and Primary Job Purpose

The position of Organizational Development Coordinator is responsible for assisting the Organizational Development Director (ODD) in the administration and coordination of all professional organizational development programs and resources. MNA's professional organizational development programs and resources are designed to help MNA nonprofit members primarily, and non-member nonprofits, strengthen their management capacities and capabilities, thus improving their effectiveness, efficiency, accountability, and sustainability. Programs and resources include:

- Principles and Practices for Nonprofit Excellence in Montana (11 principles and 152 practices) and accompanying Self-Assessment and Infrastructure tools,
- Nonprofit management training program (seminars, workshops, webinars, etc.),
- Online self-help management resources,
- Technical assistance program,
- Annual state-wide nonprofit conference and annual member meeting,
- Training and technical assistance partnerships, (including legal, accounting/auditing, grant development, and human resources, etc.), and
- Custom resource programs such as consulting and nonprofit leadership, planning, and organizational learning cohorts program.

Representative Tasks and Major Responsibilities

Nonprofit Training Program: Coordinate and manage administrative details and logistics for all nonprofit management and capacity building trainings, seminars, workshops, and webinars including site logistics prior to and onsite including: promotion, registration, speaker and registrant communication and logistics management, etc. Assist with planning of training program and maintain online calendar of trainings.

Annual Conference: Assist with all aspects of annual, 3-day nonprofit conference and annual member meeting including site logistics, presenter recruitment communication and needs management, registration, registrant communication and needs management, onsite logistics and special activities

including exhibitor fair, book fair, Consultant's Corner (one-to-one onsite consulting), conference reception. Assist Marketing and Communications Director where needed in marketing efforts.

Online Resources: Assist with maintaining current online resources pertinent to nonprofit management, including MNA's Resource Library. Assist with the research and development of additional resources, including tip sheets, guidelines, white papers, FAQs, etc.

MNA Web Resource: Update website materials and text for related professional organizational development programs on MNA website.

Social Media: Participate as appropriate in the use of social media tools (Facebook, Twitter, MNA blog, etc.) to share nonprofit management and capacity building resources, trends, and opportunities. Assist with the management and logistics of guest bloggers who write articles in support of organizational development topics.

Technical Assistance: Assist when possible and appropriate with technical assistance – maintain output and satisfaction data.

Consulting: Assist with the consulting program including research of qualified consultants, consultant relationship and partnership building, and maintenance of consultant lists for referral

Cohort Program: Assist in the development and coordination of long-term, deep engagement organizational learning and leadership cohort programs

Special Programs: Assist with the development, management, and maintenance of special programs such as GrantStation and partnerships.

General

Keep apprised of new and emerging trends, resources, opportunities, laws, and requirements related to nonprofit management and nonprofit capacity building.

Collect and maintain output, satisfaction, and impact data on all programs

Maintain all documents, files and systems associated with the representative programs

Participate in overall organizational learning

Other duties as assigned

Qualifications Requirements: *To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

- BA in related field
- Knowledge of nonprofit sector/experience
- Strong logistical planning and coordination skills
- A commitment to excellence and professionalism in the work place
- Ability to perform in-depth research and communicate results effectively
- Systems thinker/problem solving
- Interest in understanding various learning styles and the cultural nuances of communities throughout Montana.
- Desire to contribute to a learning culture within the organization

- Highly organized
- Strong customer service orientation and satisfaction in providing assistance
- Ability to manage multiple projects and tasks simultaneously
- Ability to work in a fast paced, dynamic and growing work environment
- Ability to work independently and as part of a team
- Excellent written and oral communication skills
- Proficient in Microsoft Office software, capacity to quickly learn additional software and online programs. (Successful candidate will receive training on specialized data tracking, events management, electronic marketing, and web and social media content tools).
- Valid driver license
- Periodic travel

EMPLOYMENT DISCLAIMER: *This job description is not a contract; management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, sexual orientation or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*