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**Position: Communication Specialist**  
**Location: Missoula, MT**  
**Open Date: August 16, 2021**  
**Close Date: Open until filled**

**About us:**

The Child Development Center (CDC) is a nonprofit agency which partners with families to support their children with developmental delays and disabilities where they live, play, and grow. We work in families' homes and communities across western Montana.

Our team is best described as passionate, dedicated, progressive, team-oriented, and family-friendly. CDC not only stands out in our discipline, but also as an employer. In addition to a competitive salary and benefits package, we foster a culture of fulfillment based on the employee as a whole. We work hard for our clients and for each other.

CDC currently is looking for a three quarter time (30 hours/week; 0.75 FTE) Communications Specialist. This position is responsible for the strategic development and promotion of the agency's brand and messaging in order to drive a positive reputation, strengthen community support, and maintain a high demand for services.

**Office Locations:**

Montana is waiting for you to discover its spectacular places, people, and wide open spaces. CDC is headquartered in Missoula, MT, with an additional office in Kalispell.

**Missoula**

Nestled in the Northern Rockies of Montana, surrounded by seven wilderness areas and at the confluence of three rivers, Missoula is an outdoor enthusiast's dream. Not only does Missoula have an incredible natural beauty, but also an eclectic culture filled with an endless array of art and entertainment events.

**Kalispell**

Kalispell is in the heart of the magnificent Rocky Mountains surrounded in rugged beauty. It's just minutes away from Glacier National Park, Whitefish Mountain Ski Resort, and Flathead Lake. Kalispell offers a balance of small city and outdoor adventure with everything from skiing and jaw dropping hikes, to museums, theater, and a variety of amazing dining options.

**Position Summary:**

## Communications

- Direct the development and promotion of CDC's brand and messaging across mediums and constituencies, covering programs as well as mission, vision, values and goals
- Facilitate the creation and ongoing updating of program descriptions, including changes to services, expansions, etc.
- Guide staff, as appropriate, in communicating about CDC to ensure accuracy, consistency, and efficacy both in writing and verbally
- Participate in cross-program strategic planning and implementation to ensure accordance with brand, messaging, and mission
- Assist Executive Director as needed to advance legislation, policy, or advocacy efforts
- Assist with the development of systems, policies, procedures, and internal documents from a communications lens

## Public Relations (outreach, media, &amp; marketing)

- Facilitate Program Directors in the development of annual outreach strategies and calendars
- Direct outreach events and campaigns
- Create and/or procure outreach materials
- Coordinate outreach activities
- Coach other staff in delivering outreach
- Make public presentations and represent agency among community partners and at events
- Facilitate community partnerships
- Manage website content, host, domain, SEO, and front-end and back-end updates
- Promote CDC and build support on social media (Facebook and other platforms as appropriate)
- Oversee earned media, including press releases and cultivating press relationships
- Market programs, services, and events through a mix of paid and earned press, social media ads, digital content, and corporate-media partnerships
- Manage outreach and marketing (public relations) budget

## Fundraising &amp; Grants (development)

- Collaborate with ED, CFO, and Program Directors to identify funding opportunities for special projects and to support existing programs
- Direct fundraising events and campaigns
- Manage grant research, proposals, budgets, contracts, and reports
- Manage donations and grants database
- Write and send gift acknowledgements
- Facilitate strategic donor relations
- Monitor appropriate utilization of donated funds

## Other

- Other duties as assigned

**Qualifications:**

- 5+ years of communications, public relations, outreach and/or marketing experience
- Demonstrated grant writing and fundraising success
- Proficient with social media and website management, including experience with WordPress or other website platform and/or basic html coding skills, familiarity with SEO, and creation and distribution of written, visual, and video content
- Familiar with design software such as Adobe, Publisher, or others
- Knowledgeable of inclusive language, especially as it relates to disability
- Bachelor's degree or higher, or some combination of relevant education and experience

**Benefits:**

- Competitive salary commensurate with experience level
- Medical insurance with employer paid portion
- Optional Health Savings Account with employer contribution
- Optional Medical Flexible Spending Account with employer contribution
- Optional Dependent Care Flexible Spending Account
- Voluntary long term disability insurance

- Optional dental and vision insurance available
- Life insurance, AD&D, & short term disability insurance paid by employer
- 401(k) with employer match
- Continuing education assistance
- Over 5 weeks of paid time off available per year
- 10 paid holidays per year
- Eligibility for some federal student loan reduction & forgiveness plans related to non-profit work

**Application Instructions:**

If you'd like to apply for our Communications Specialist position, please email, fax, or mail your resume and cover letter to the following address.

Email: [tbeeton@childdevcenter.org](mailto:tbeeton@childdevcenter.org)

Mail: Child Development Center  
Attn: Teresa Beeton  
3335 Lt. Moss Rd  
Missoula, MT 59804

This position will remain open until filled. If you have any questions about the position or the Child Development Center, please email Teresa Beeton, Director of Human Resources, at [tbeeton@childdevcenter.org](mailto:tbeeton@childdevcenter.org).