



Marketing & Communications Coordinator

Classification: Regular Full-time; Non-exempt
Department: Development
Reports to: Chief Development Officer
Established Date: 01/05/2022
Revised Date: 07/21/2026

Position Summary

The Marketing & Communications Coordinator supports Montana Food Bank Network's marketing, communications, and donor engagement efforts through the coordination and creation of print and digital communications. Under the direction of the Chief Development Officer, this position assists with social media, website updates, marketing materials, media communications, fundraising campaigns, and community outreach activities. The Coordinator helps ensure consistent branding and timely communications that increase awareness of MFBN's mission to end hunger in Montana. This position collaborates with staff across the organization to support communication needs and enhance public engagement.

This position provides marketing and communications support to fundraising and donor engagement activities but is not responsible for donor cultivation, solicitation, or gift management.

Essential Duties and Responsibilities

- Coordinate the implementation of marketing and communications initiatives that support MFBN's mission, fundraising, advocacy, and community engagement.
- Coordinate with the CDO to develop, implement, and monitor the annual Marketing & Communications Plan, including supporting annual goals and priorities.
- Create, edit, and distribute digital and print communications, including social media content, website updates, newsletters, press releases, brochures, and promotional materials.
- Maintain MFBN's website, social media platforms, branding standards, communications calendar, and marketing resources to ensure consistent and timely communications.
- Assist with media relations by preparing communications, coordinating interviews, maintaining media contacts, and supporting public awareness campaigns.
- Monitor and report on the effectiveness of marketing and communications activities using available analytics and performance metrics.
- Collaborate with departments to provide marketing support for programs, fundraising initiatives, events, and community outreach activities.
- Support the development and maintenance of communication procedures, branding guidelines, and marketing resources.
- Participate in Development Department meetings, organizational initiatives, and special projects as assigned.
- Create and coordinate marketing communication materials that support fundraising campaigns, donor engagement, and organizational initiatives
- Assist with maintaining communication content related to fundraising campaigns, donor recognition, sponsorship activities, and other development initiatives.

- Collaborate with Development staff to provide communications and logistical support for meetings, public forums, fundraising events, and donor engagement activities.
- Build and maintain positive working relationships with employees, volunteers, donors, community partners, and the public.
- Perform other duties as assigned.

Success Indicators

- Marketing materials are completed accurately and on schedule.
- Website and social media content remain current and consistent with MFBN branding.
- Communication requests are completed professionally and within established timelines. Marketing files and communication resources remain organized and up to date.
- Donor and event communications are prepared accurately and on time.
- Social media and website analytics are tracked and reported regularly.
- Positive working relationships are maintained across departments.

Supervisory Responsibilities

This position has no supervisory responsibility.

Knowledge, Skills, and Abilities

Technical Knowledge & Skills

- Ability to learn and effectively use website content management systems (CMS), social media platforms, email marketing software, and other communications technology.
- Familiarity with digital marketing, social media, and basic graphic design principles.
- Ability to create, edit, and proofread written communications for print and digital audiences.
- Working knowledge of Microsoft Office 365 applications, including Outlook, Excel, Word, Teams, and other interactive computer programs, as well as standard office equipment.
- Ability to use or learn design and content creation software such as Canva, WordPress, or similar applications.
- Ability to organize and maintain digital files, communication materials, and marketing assets.
- Strong organizational skills with attention to detail and accuracy.

Professional Competencies

- Exercises sound judgment and appropriate discretion in daily work assignments.
- Manages multiple priorities while adapting to changing organizational needs and deadlines.
- Maintains the confidentiality of donor, employee, and organizational information.
- Demonstrates initiative, accountability, and a willingness to learn new skills and technologies.
- Identifies problems, develops practical solutions, and collaborates effectively with others to resolve issues.
- Maintains consistent branding and quality standards across all communication materials.
- Demonstrates creativity while following established organizational policies, procedures, and communication standards.

Communication & Interpersonal Skills

- Works effectively both independently and as part of a team.
- Provides professional, courteous customer service when interacting with donors, volunteers, employees, community partners, media representatives, and members of the public.
- Communicates effectively, both verbally and in writing.

- Establishes and maintains positive working relationships with individuals from a variety of backgrounds and experiences.
- Listens actively, shares information appropriately, and responds to questions and requests in a timely manner.
- Collaborates effectively with staff across departments to coordinate communication projects and organizational initiatives.
- Represents Montana Food Bank Network in a professional manner consistent with the organization's mission, values, and brand.

Working Environment

Work is performed primarily in an office environment and requires the routine use of standard office equipment, including computers, telephones, printers, and other office technology. The position requires occasional lifting and carrying materials weighing up to 20 pounds, walking throughout the facility, and operating a motor vehicle as needed to perform assigned duties. This position is based on-site at Montana Food Bank Network and is not eligible for remote work. The regular work schedule is Monday through Friday. Montana Food Bank Network supports flexible work schedules; however, employees are expected to maintain consistent work hours and be present during established core business hours. Specific work schedules will be established by the supervisor based on operational needs.

Minimum Qualifications

- Associate's degree from a two-year college or technical school or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Two (2) years of experience, internship, volunteer experience, or coursework in marketing, communications, public relations, graphic design, journalism, or a related field.
- Experience using Microsoft Office.
- Possession of a valid Montana driver's license (or ability to obtain upon hire) and acceptable driving record.

Montana Food Bank Network is committed to creating a welcome and inclusive environment for all employees and is proud to be an equal opportunity employer. MFBN does not discriminate regarding hiring, assignment, promotion or other conditions of staff, employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under local, state or federal law. In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.

Montana Food Bank Network

Primary work location: 5780 Alloy N, Missoula, MT 59808.

Website: <https://mfbn.org/>

This position is classified as non-exempt under the Fair Labor Standards Act and is eligible for overtime compensation in accordance with applicable law and organizational policy.

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Montana Food Bank Network reserves the right to modify this

job description at any time to meet organizational needs.

To Apply

We encourage individuals with transferable skills and experience to apply. Please submit the following to djohnson@mfbn.org:

- Resume
- Cover Letter
- Communications portfolio showcasing relevant work samples

Priority screening will begin on August 14, 2026. Applicants are strongly encouraged to apply by this date for full consideration. This position will remain open until filled.

As part of your application, please ensure your cover letter addresses the following:

- Your interest in this position and Montana Food Bank Network's mission to end hunger in Montana.
- Why you are the best candidate for the role and the unique value you would bring to the organization.
- Specific examples demonstrating your experience with:
 - Collaboration
 - Marketing and communications planning
 - Follow-through and successful execution of projects

Your communications portfolio should include examples of work that demonstrate your writing, design, digital marketing, branding, social media, campaign development, or other communications-related experience relevant to this position.