

Citizens for a Better Flathead

Citizens for a Better Flathead • PO Box 771 Kalispell, MT 59903 • 406.756.8993 • www.flatheadcitizens.org



Executive Director 2-2017

JOB SUMMARY AND BACKGROUND

The Executive Director of Citizens for a Better Flathead (CBF) is a full time, professional staff person who is accountable to the Board of Directors and has the responsibility to provide executive oversight for all aspects of CBF's operations. The Executive Director is the primary face of the organization and must be able to effectively articulate and inspire engagement in CBF's mission, goals, and vision for our county.

Since 1992, Citizens for a Better Flathead (CBF) has been a leader at the forefront of addressing the challenges that rapid growth is bringing to our region. We work to protect the valley's clean water, natural beauty, and friendly communities through sound planning and policy solutions. The mission of Citizens for a Better Flathead is to foster citizen participation and champion sustainable solutions needed to keep the Flathead ecologically and economically healthy.

PRIMARY RESPONSIBILITIES

- Provide leadership and supervision for all aspects of the organization, recognizing the culture of teamwork, collaboration, cooperation, and delegation of tasks where appropriate
- Ensure compliance with and uphold the policies and bylaws of the organization, as well as all applicable state and federal laws. Recommend policy/bylaw improvements to the Board as appropriate
- Coordinate fundraising efforts and donor development for the organization

PROGRAM DEVELOPMENT AND MANAGEMENT 40%

- Coordinate strategic planning efforts and ongoing assessment of the organization's program priorities
- Research, analyze, and develop organizational positions on planning and policy decisions shaping the Flathead's future
- Provide information, testimony, and appropriately represent the organization at local government and community meetings
- Collaborate with local government officials, agencies, organizations, and community members as appropriate
- Create, initiate, and ensure implementation of programs to carry out the strategic goals of the organization
- Monitor the organization's performance through incorporation of benchmarks, developed in cooperation with Board and staff, to assess program, staff, and overall organization effectiveness

ADMINISTRATION AND FINANCIAL MANAGEMENT 40%

- Attend all regular monthly and, as necessary, any special Board meetings. Prepare materials for board meetings including program and policy issue updates
- Establish and maintain effective communication with the Board; work closely with Board committees
- Promote active and broad participation by volunteers in all areas of the organization's work
- Maintain an accurate and detailed record of time spent on projects
- Develop annual budget for Board review and approval; Regularly assess and report to the Board on the organization's financial status in relation to budget
- Review and assume final responsibility for, drafting and/or delegating as appropriate, all grant writing efforts of the organization

OUTREACH 15%

- Assume primary responsibility as spokesperson for the organization; Work with staff and board to develop clear messages
- Oversee preparation of written or visual materials that advance the mission and demonstrate the importance of the organization's work; Conduct community and small group presentations and ensure that leaders and key volunteers understand the issues of importance to Citizens for a Better Flathead

STAFF MANAGEMENT 5%

- Lead, inspire, manage, and encourage staff in daily work and long-term projects; Secure training opportunities as necessary
- Maintain active involvement in and supervision of the organization's program work, fundraising efforts, publications and media outreach
- Conduct annual evaluation of staff

PREFERRED QUALIFICATIONS

- Knowledge of land-use planning and smart growth issues; Job experience in the field desired.
- Demonstrated achievement in creating and managing innovative and distinctive programs
- Excellent oral and written communication skills
- Proven fundraising and grant-writing skills and success. Knowledge and experience in building a donor base and cultivating major donors. Experience in building long-term financial reserves within an organization
- A minimum of two years of demonstrated experience in a senior leadership and management role, with preference given to non-profit administration
- A bachelor's degree is required. A graduate degree or comparable work in a relevant field is preferred
- Confident, positive, comfortable in public arena
- Operates well in adversarial situations
- Operates well in a team environment
- Highly motivated, a self-starter, and able to effectively manage multiple demands and deadlines
- Effective research, problem solving, and analytical skills
- Experience working with local or regional organizations is an advantage
- Experience in working successfully with and collaborating with other organizations
- Proficiency of basic computer usage and email communications. Preference given for knowledge of software programs such as: Microsoft Office, WordPress, QuickBooks, SUMAC and/or other database programs, and Adobe Creative Suite
- A demonstrated ability to communicate with diverse interests in an effective manner
- Ability to work evenings, usually no more than once or twice a week, to represent the organization at hearings, and occasional weekend events.

TERMS OF EMPLOYMENT

- Full-time starting salary of \$40,000-45,000 depending upon experience.
- Additional employee health benefit package, paid holidays (11), vacation, and sick leave.
- This is an Executive position whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

APPLICATION INSTRUCTIONS

To formally apply for the position, please submit the following:

1. Resume
2. List of at least three professional references
3. Letter of interest describing how your skills and experience address the job description
4. CBF Job Application form
5. CBF Job Reference Release form

MATERIALS SHOULD BE SUBMITTED TO:

Applications are available and are being handled by the State Employment office in Kalispell (427 First Avenue East, Kalispell MT 59901, 406-758-6272, www.statecareers.mt.gov). No phone calls or in-person visits please. The position is open until filled. We expect to fill the position for a start date in May. The position is open until filled. Interviews will begin mid March. Any necessary questions regarding applications should be addressed to the above address. Please no phone calls or visits to office.

Learn more about Citizens for a Better Flathead at www.flatheadcitizens.org.

We intend to contact all applicants upon receipt of a completed application.

It is our intention to fill the position as soon as possible, depending upon applicant's availability.