Selway Bitterroot Frank Church Foundation

Executive Director Position Description 8-2022

Position Location: Boise Office HQ
Salary Range: $70-80,000. DOE
Benefit Package Includes: 11 paid federal holidays, 19 days PTO, 3% retirement match.

Position Summary:
The Executive Director works collaboratively with the SBFC board of directors to ensure financial health, organizational stability, and mission-aligned programming. The position oversees day to day management of the organization and staff, provides long-term, strategic leadership and leads all aspects of fundraising. The position is responsible for US Forest Service relationships and all other community partnerships.

Essential Functions
- Collaborate with the SBFC Board of Directors to lead and implement the strategic plan, while ensuring that SBFC’s budget, staff, and operational priorities are aligned with its mission.
- Maintain a strong relationship with U.S. Forest Service partners.
- Provide inspirational leadership and direction to all staff (full time, part-time, seasonal, Fellows and volunteers).
- Cultivate a collaborative and transparent working relationship with the Board.
- Communicate openly about financial and program outcomes, as they relate to metrics, goals, and policies adopted by the Board.
- Demonstrate a deep commitment to Wilderness and public land management.
- Foster diversity and inclusion in staffing, programs, and workplace culture.
- Ensure that SBFC is a known resource in the community by networking and developing relationships with government entities, nonprofit service providers, and other local institutions.

Finance and Development
- Work in partnership with SBFC Board to build and implement a comprehensive fundraising development plan that includes individual donors, businesses, private foundations, SBFC US Forest Service partners and other agencies.
- Develop and monitor an annual budget with many funding sources, federal funding agreements and set annual financial goals for development and fundraising.
• Cultivate and maintain lasting relationships with major donors, private foundations, community members, government agency partners, and key constituents.
• In partnership with SBFC’s accountant and the Board finance committee, oversee financial health, including developing long and short-range financial plans, creating and monitoring SBFC’s budget and ensuring proper financial controls are followed.

Operations
• Work with SBFC staff and Board to develop current and long-term organizational goals and objectives.
• Work with the Board to set and achieve goals and to effectively implement SBFC policies and procedures.
• In partnership with Program and Community Outreach staff, develop and implement programs to carry out SBFC’s strategic plan.
• Manage vendors and contract services.
• Manage grants and agency contracts including monitoring progress of federal and state agreements, maintaining documentation to ensure fulfillment of agreement terms and tracking receipt and expenditure funds.
• Fulfill the travel requirements of this position, including frequent driving to oversee on the ground volunteer projects, meet with staff, Fellows, and attend meetings in Missoula, Montana and across the region.
• Visit communities within our region to meet with donors, supporters, board members and to promote the mission of SBFC.

Required Skills and Experience
• Minimum 5 years of senior nonprofit leadership experience.
• Exemplary nonprofit financial management skills.
• Experience with using fundraising databases and NPO technology
• Exemplary organizational development and project management skills.
• Demonstrated ability to cultivate donors and secure individual gifts.
• Experience writing and managing grants.
• Excellent oral and written communication skills.
• Strong interpersonal skills and proven ability to work effectively with diverse constituencies.
• Demonstrated experience leading and supporting staff and geographically distant teams through organizational growth and change.
• Experience in developing and collaborating with nonprofit boards.
• Experience developing community and agency partnerships and building community presence to strengthen an organization.
• Experience in human resource management including hiring, supervision and ensuring compliance with all policies, procedures, and legal requirements.
• Understanding of Wilderness, public land management and the US Forest Service, particularly in the Mountain West.
- Ability to travel regularly and extensively (approximately 20% of work time) within the communities surrounding the Selway-Bitterroot and Frank Church Wilderness areas and on the ground in these wilderness areas and surrounding wildlands.
- A passion for Wilderness, wildlands, and the mission of SBFC.

**Equal Opportunity Employer**
SBFC celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social-economic class, religion, professional status, pregnancy, or parents/guardians with children.

SBFC is committed to a diverse workplace and to supporting our participants and staff with training and career development opportunities.

**How To Apply**
To apply for this position, please review the full job description and application information at [https://www.selwaybitterroot.org/jobs](https://www.selwaybitterroot.org/jobs).

Applicants should include a resume, cover letter, writing sample and a minimum of 3 references.

Application Deadline: October 15, 2022