JOB DESCRIPTION

Title: Executive Director
Status: Regular, full-time, exempt position
Salary: dependent on experience
Reports to: Board of Directors
Work location: Seeley Lake, Montana

The Clearwater Resource Council (CRC) was organized as a community-driven non-profit 501(c)(3) organization in 2003. The Clearwater River is a tributary of the Blackfoot River in northwestern Montana. Please see crcmt.org for more information on our mission and programs.

Position Purpose
The Executive Director (ED) is the primary staff person responsible for the implementation of CRC’s strategic plan and leading and directing activities in pursuit of CRC’s mission. The ED reports to the President of the Board of Directors and is responsible for assisting with setting the organization’s long-term strategic vision, supporting and monitoring staff, developing partnerships, and enhancing and maintaining relationships with community partners and funders. The Board seeks an individual who demonstrates vision, passion, and the ability to provide consistent external and internal leadership.

Job Duties & Responsibilities

Leadership
- Participate with the Board of Directors and staff in strategic planning to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Foster effective team work between the Board and the ED and between the ED and staff
- In addition to the President of the Board, act as a spokesperson for the organization
- Represent the organization throughout and beyond the watershed to enhance the organization's community profile and strategic vision

Operational planning and management
- Implement an operational plan which incorporates goals and objectives that work towards realizing the strategic direction of the organization
- Ensure the operation of the organization meets the expectations of its staff, members, Board, and funders
- Oversee the efficient and effective day-to-day operation of the organization
- Draft organizational policies for the approval of the Board and implement these policies
- Provide support to the Board by preparing meeting agendas and supporting materials

Program planning and management
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices
- Establish a positive, healthy and safe work environment in accordance with all appropriate laws and regulations
- Recruit, interview and select staff with the appropriate technical and personal abilities to help further the organization's mission
- Ensure all staff receive an orientation to the organization and appropriate training is provided
- Implement a performance management process for all staff including annual performance reviews
- Coach and mentor staff as appropriate to improve performance and prepare staff for enhanced responsibilities

Financial planning and management

- Provide leadership in the development and reliable financing of CRC
- Work with staff and the Financial Management Committee to prepare a comprehensive annual budget for approval by the Board
- Research funding sources, develop relationships with targeted funders, oversee the development of fundraising plans and write proposals to increase the funds of the organization
- Lead and/or participate in fundraising events as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure sound non-profit bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on revenues and expenditures
- Ensure the organization complies with all laws related to payroll taxation

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish working relationships and collaborative arrangements with community groups, funders, politicians, conservation-related organizations, agencies and other organizations to help achieve the goals of the organization
- Articulate the organization’s vision to the community, and elicit community support for implementation of that vision

Qualifications

The candidate should:

- Have an academic degree (BS, MS - preferred) relating to natural resources, environmental science, non-profit management, or a related field, or equivalent experience
- Possess professional work experience in natural resources and an understanding of nonprofits
- Possess a passion for conservation and sound stewardship of natural resources and a rural lifestyle in a location such as Seeley Lake, Montana
- Be willing to attend evening and weekend activities
- Be willing to work outdoors in various weather conditions
In addition, the ideal candidate would:

- Have experience in fund development and nonprofit administration
- Possess excellent communication skills, both written and verbal
- Be a self-starter, enthusiastic, organized, and capable of meeting challenges and deadlines
- Be an innovator with the ability to think creatively to advance CRC’s mission and strategic plan
- Possess knowledge of natural resource issues faced by the Clearwater Watershed
- Be a team player with problem-solving and multi-tasking skills
- Have experience with software such as MS Office, Google Apps, and donor management
- Be knowledgeable about e-marketing and social networking

To apply: Email a resume, detailed cover letter and 3 references to Jon@crcmt.org. Applicant review will begin May 1, 2018.

Seeley Lake, Montana - The vibrant and charming small town of Seeley Lake lies in the Clearwater Valley between the Bob Marshall Wilderness and the Mission Mountains Wilderness. The community of Seeley Lake serves as a gateway to these natural wonders. You will find more spectacular unspoiled nature here than anywhere else in the lower 48 states providing breathtaking experiences by day and starry skies by night. As a four-season recreational area, there is always an opportunity to experience something new.

The Clearwater Chain of Lakes is connected by the Clearwater River which flows into the Blackfoot River. These lakes and rivers are a world class fishery and the location of Norman Maclean’s A River Runs Through It. The watershed has all of its native terrestrial and aquatic species present.

Seeley Lake as the hub of the region is a full-service community offering the necessary services, conveniences, and support residents and visitors expect. The community of about 1,600 is located 60 miles northeast of Missoula.