



MONTANA WILDERNESS ASSOCIATION

STEWARDSHIP DIRECTOR POSITION ANNOUNCEMENT

Title: Stewardship Director
Supervisor: Deputy Executive Director
Compensation: \$42,000 to \$50,000 DOE; Generous Benefits
Classification: Full-time, Permanent, Exempt
Location: Helena

About Montana Wilderness Association

Come work for one of the most dynamic conservation organizations in the West and one of Outside Magazine's top 100 places to work.

Our mission is to work with communities to protect Montana's wilderness heritage, quiet beauty, and outdoor traditions now and for future generations. We envision a future where from the rugged mountains to the vast prairies Montana's wild places are protected, connected, and restored because the citizens of our state value wilderness as essential to our heritage and way of life. Founded in 1958, Montana Wilderness Association (MWA) is the nation's oldest grassroots wilderness advocacy organization.

SUMMARY OF POSITION:

The stewardship director (SD) serves the mission of Montana Wilderness Association (MWA) - *to protect Montana's wilderness heritage, quiet beauty, and outdoor traditions* - by directing the organization's statewide trail stewardship program and other MWA outreach programs.

The director has a unique leadership role, which requires thoughtful collaboration with all MWA departments and a wide variety of external partners, including community leaders from Libby to Billings. The director is a team builder who understands that strategic trail stewardship brings people together and makes communities stronger. The director is passionate about connecting people to their public lands and believes quality outdoor experiences lead people to become conservation advocates. The director works with MWA's leadership team to fund and implement their programmatic budget. The director supervises two full-time employees.

The stewardship director is a strong relationship builder who validates the opinions and experiences of others. They practice self-awareness by seeking and sharing feedback. They ask questions, listen closely, and collaborate with others instinctively. They stay positive, even during difficult times, and lead with confidence, humility, and curiosity.

MAJOR DUTIES AND RESPONSIBILITIES:

Leadership and Management

- Develops and implements programmatic vision, ensuring alignment with MWA's strategic plan.
- Works with staff to develop and evaluate stewardship and outreach program goals and objectives for MWA's annual operations plan.
- Assists in hiring and retaining quality stewardship and outreach program staff.
- Oversees the development, implementation, and evaluation of stewardship and outreach budgets.
- Develops work plans and conducts annual performance reviews for all direct reports in accordance with MWA's organizational planning cycle.

Commitment to Conservation, Public Lands, and Trails Policy

- Personally and professionally committed to wilderness conservation and protection of public lands; advances stewardship and outreach programs as part of an effective conservation strategy to meet these goals.
- Personally and professionally committed to the stewardship, protection, and completion of the Continental Divide National Scenic Trail (CDNST) as it travels 980 miles through Montana and Idaho.
- Able to educate others on history of 1964 National Wilderness Act, 1968 National Trails Act, and 1978 Continental Divide National Scenic Trail designation.
- Works with MWA's leadership team and state policy director to outline MWA's trail policy objectives at state and federal levels.
- Conversant in USFS regulations governing use of wilderness lands and CDNST.
- Maintains working knowledge of developments in public lands and trails policy.
- With MWA staff, partner organizations and land management agencies, facilitate efforts to monitor, protect, and enhance wilderness character in Montana's wildlands.
- Builds strong relationships with decision makers at land managing agencies and, when necessary, state lawmakers and staff for federal lawmakers.
- Maintains strong business and non-profit partnerships and ensures MWA is viewed as a cooperative, responsive and supportive organization by USFS and BLM staff.

Communications

- Conducts community and small group presentations in professional, social and educational settings.
- Works with MWA's communication director to write and edit newsletter articles, program materials, and digital communications as necessary.
- Works with MWA's communication staff to ensure stewardship and outreach related communication and marketing goals are being achieved.
- Works with team to envision and implement the annual *Discover Wild Montana* publication.

Trails Stewardship and Outreach Programs

- Effectively works with leaders in communities across Montana and ensures MWA's stewardship and outreach work incorporates the interests of these leaders.
- Works with MWA's conservation director, field directors, and direct reports to design and implement stewardship and outreach projects that advance MWA's conservation goals on public lands.
- Works with MWA's state policy director to ensure that stewardship and outreach activities reflect MWA's statewide public lands policy work.
- Works with direct reports to plan projects, recruit volunteers, prepare project reports, and maintain a steady feedback loop between MWA, land managers, and volunteers.
- Effectively leads volunteer trail crews in execution of a wide variety of trail projects.
- Responsible for the safety of staff and volunteers as a top priority; performing excellent risk management in all aspects of the job, especially in remote settings.
- Works to design and offer the public innovative outdoor experiences that advance MWA's mission. The SD creates a strategic vision for outreach programs including Wilderness Walks, citizen science, wildlands inventory, photo contest, as well as engagement of priority stakeholder groups.

Fundraising

- Works with MWA's development staff to identify and pursue new fundraising opportunities to support MWA's stewardship and outreach programs.
- Provides written content for grant applications at the request of development staff.
- Recruits corporate sponsors and donors to support MWA's stewardship and outreach programs.

ADMINISTRATIVE TASKS:

- Keeps record of activities and fill out bi-monthly time sheets.
- Submits quarterly reports.
- Participates in staff meetings.

QUALIFICATIONS:

- Bachelor's Degree in a Natural Resource or related field and/or two years demonstrated experience in successful environmental advocacy, public policy, grassroots organizing and/or public lands issues
- Experienced in trail stewardship work, including wilderness first aid (or ability to obtain it), trail maintenance and trail building
- Ability to initiate, design, organize, coordinate and lead a volunteer crew in the execution of a wide variety of trail projects
- Experience developing and implementing trail stewardship and/or outreach programs
- Ability to research and maintain a working knowledge of local, state and national wilderness and public wildland issues

- Ability to work collaboratively with conservation and other community partners
- Ability to lead and coordinate diverse groups, individuals, and personalities
- Ability and willingness to work on partnerships with a range of stakeholders
- Ability to manage and coordinate volunteers
- Ability to develop and manage program budgets
- Ability to prepare written or visual materials that advance the mission—policy papers, fact sheets, news releases, alerts, articles, brochures
- Strong communication skills both written and verbal, and word processing skills

BASIC CONDITIONS OF EMPLOYMENT

All employees of Montana Wilderness Association are ambassadors of the organization and are expected to support and fulfill the mission of the organization. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand and comply with the policies and procedures outlined in MWA's employee handbook.

- 1) Professional Conduct: Comply with established employment policies and practices. Maintain confidentiality of organization and employee information. Accept direction and provide direction in a cooperative and positive manner.
- 2) Personal conduct: Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable.
- 3) Competency: Develop and maintain skills, knowledge and abilities required for adequate performance of assigned job duties.

REQUIREMENTS:

- Ability to lift 30 to 50 pounds and carry a minimum of 100 yards.
- Ability and willingness to travel as well as willingness to work occasional evenings, weekends or in the backcountry, when needed
- Valid Montana driver's license

HOW TO APPLY:

Please send resume and cover letter to MWA Business Manager Laura Parr at lparr@wildmontana.org. Resumes submitted without a cover letter will not be considered. Please, no phone calls.