

POSITION SPECIFICATION

<u>POSITION TITLE:</u>	Executive Director
<u>REPORTING TO:</u>	State Council President
<u>LOCATION:</u>	Helena, MT
<u>THE ORGANIZATION:</u>	<i>Montana Wilderness Association</i>

VISION: From the rugged mountains to the vast prairies, Montana's wild places are protected, connected and restored because Montanans value wilderness as essential to our heritage and way of life.

MISSION: Work with communities to protect Montana's wilderness heritage, quiet beauty, and outdoor traditions, now and for future generations.

VALUES:

- **Innovation:** Exercise creativity, openness and boldness in thinking and action
- **Integrity:** Stay true to our mission and values and give proper regard for people, wild places, and the reciprocal relationships among them
- **Collaboration:** Work with diverse communities to conserve multiple human and natural values and connections to place
- **Stewardship:** Display a strong responsibility to wild places, now and for the future
- **Tenacity:** Operate with courage and perseverance

For more than 50 years, Montana Wilderness Association (MWA) has been working with communities across the state to protect Montana's wilderness heritage, quiet beauty, and outdoor traditions. It's a mission that began in 1958 when the founders, Ken and Florence Baldwin, sent a letter to 100 friends, inviting them to join a citizen-led effort to protect the Madison and Gallatin Ranges. Since that time, MWA's commitment to grassroots conservation has proved instrumental in the passage of the 1964 Wilderness Act and in the designation of all 15 wilderness areas in Montana. MWA currently has more than 22,000 supporters, including 5,500 members, 1,000 of which are out of state.

With a budget of \$2.2 million and assets totaling over \$3 million, MWA has a dedicated staff of 24 located at eight statewide offices. MWA provides an exciting learning environment and the opportunity to work with highly talented and motivated individuals. MWA has been named by *Outside Magazine* as one of the 100 best places to work in the United States two years in a row. With a focus on work-life balance and resiliency, all staff get personal "trail days" and team up for an annual four-day staff backpacking trip. Governed by a State Council, MWA is a dynamic organization that values creativity and innovative thinking and fosters strong teamwork with mutual respect and a shared passion for wild places.

Current initiatives to protect Montana's public wildlands include (but are not limited to):

- Launching a statewide campaign to defend the integrity of the Antiquities Act and specifically the Upper Missouri River Breaks National Monument against efforts to remove or amend its protected status as part of the current Administration's national monument review. More on this campaign in [USA Today](#), [NPR Marketplace](#), and on the [campaign website](#).
- Leading a statewide public lands coalition focused on 1) defeating public land transfer efforts, 2) creating a state office of outdoor recreation, 3) increasing conservation funding for wildlife habitat acquisition, and 4) dramatically expanding their database of public lands supporters, which has increased by about 9,000 emails over the last six months. More on this campaign at [MTV News](#) and on [the M.O.R.E. website](#).
- Working collaboratively with local community leaders, MWA members, diverse stakeholders, and Montana's congressional delegation to advocate for the passage of the [Blackfoot Clearwater Stewardship Act](#) and strengthen public awareness of and support for the [Kootenai Forest Stakeholders Coalition and Agreement](#).
- Expanding its statewide trail stewardship program from a narrow focus on the Continental Divide National Scenic Trail to a statewide program. This newly expanded and diversified program has been named, "Discover Wild Montana." [More on this program here](#).

An exceptional opportunity exists for the incoming Executive Director. All the ingredients are there (financial stability, high-performing staff, engaged Council, regional chapters, dedicated volunteers, collaborative partners, excellent track record and reputation) to not only continue the good work of MWA, but to take the organization to the next level of reach and impact.

SCOPE AND RESPONSIBILITIES:

Reporting to the State Council, the Executive Director (ED) will have overall strategic and operational responsibility for the Montana Wilderness Association staff, programs, budget, and execution of its mission.

Responsibilities include, but are not limited to:

Supporting the organization's strategic direction and providing the leadership to successfully implement it. The ED will:

- Work with MWA's Council and staff to shape and implement a new four-year strategic plan that is responsive to the current political environment and continues to build upon MWA's successes.
- Develop, alter or align programs, budgets and staffing to ensure successful implementation of the strategic plan.
- Be responsible for evaluating the success of programs and ensuring that goals are met and the organization maintains the focus necessary to fulfill its mission.

Fundraising

- Ensure the continued financial health of the organization through effective fundraising, including diversifying the organization's current funding base.
- Meet with individual donors and foundations, develop and maintain strong relationships with donors, and enhance MWA's fundraising network.

Budgeting and Financial Oversight

- Work with the leadership team to develop an overall organizational budget and individual program budgets.
- Ensure organizational financial transparency, compliance and accountability.

Board Engagement

- Provide consistent, timely and relevant organization information to the State Council, including progress reports on work towards MWA's goals
- Attend all meetings of the State Council, serve as the focal point for staff reporting and communication at the Council meetings, and ensure appropriate staff representation at State Council Committee meetings.
- Provide support of strategic planning efforts as guided by the State Council.
- Ensure provision of administrative support for effective State Council function.

Staff/Organizational Management

- Maintain a climate that attracts, develops, and motivates a diverse staff of top quality people.
- Directly supervise the Deputy Director, Development Director, Business Manager and Finance Director.
- Fill staff vacancies, mentor and coach staff, and provide opportunities for staff advancement and leadership development.

Programs

- Engage in MWA's program work as appropriate and as identified in the strategic plan. Program work may entail but not be limited to:
- Support staff working with coalitions and partners on campaign strategy development;
- Encourage grassroots engagement and community building in pursuit of MWA's mission through the efforts and activities of the organization's seven chapters;
- Support program staff in the cultivation and maintenance of relationships with Montana's state and federal elected officials, as well as conservation, business and cultural leaders;
- Support staff overseeing MWA involvement in Forest Service and BLM land management planning;
- Assist with communications strategy and implementation and serve as a spokesperson for MWA; and
- Ensure programs and campaigns are adequately resourced.

Organizational Culture:

- Serve as MWA's cultural leader, setting a tone of optimism, curiosity, and accountability in the organization's daily work.
- Play lead role in the development and implementation of Equity, Inclusion and Diversity initiative. Ensure benchmarks are achieved.

QUALIFICATIONS:

The successful candidate will be thoroughly committed to the Montana Wilderness Association mission, will have proven leadership, fundraising, strategic planning and management experience as well as

demonstrated knowledge of Montana politics and campaign strategy development. Other qualifications include:

- Excellence in organizational management with the ability to supervise and mentor staff, nurture a healthy organizational culture, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Strategic thinker with a compelling vision for MWA's future and the future of Montana's pristine public lands.
- Commitment to building effective partnerships and collaborative efforts with a wide range of stakeholders.
- Ability to make hard decisions in a timely manner.
- Familiarity with, or strong commitment to learn about Montana and federal and state land management policies.
- Proven success working with a Board of Directors with the ability to cultivate new and existing Board member relationships.
- Strong fundraising experience with the ability to engage and inspire a wide range of stakeholders.
- A persuasive and effective communicator with excellent written and verbal communication skills.
- Collaborative, action-oriented, entrepreneurial, adaptable, and innovative approach to long term planning.
- Passion, idealism, integrity, positive attitude, sense of humor, mission-driven, and self-directed.
- Ability to travel frequently.

COMPENSATION:

- Competitive salary based on qualifications and a comprehensive benefits package.

CONTACT INFORMATION:

The Montana Wilderness Association has retained Jobplex to assist them on this search. Please send your resume and expression of interest to:

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