Montana Wildlife Federation
Job Announcement

Job Title: Executive Director
Reports to: Board of Directors
Compensation: $70,000 – 75,000, negotiable. Generous benefits and vacation leave.
Classification: Full-time, exempt
Location: Helena, Montana

Founded in 1936, MWF is Montana’s oldest grassroots organization dedicated to the protection of Montana’s wildlife, habitat, and hunting heritage. Over the last eight decades, we have played a central role in the creation, enactment, and implementation of the laws and programs that protect Montana’s wildlife, public lands, and public access for hunting, fishing, trapping, and other outdoor recreation. MWF is an affiliate of the National Wildlife Federation, America’s largest wildlife conservation organization.

In recent years, MWF has experienced dramatic growth in our activities, our coalitions, and our ability to amplify the voice of all Montanans on a range of wildlife management issues. We seek an Executive Director who can lead efforts to continue the organization’s progress to even higher level of grassroots power and mission success.

Duties & Responsibilities

Reporting to the Board of Directors, the Executive Director serves as the chief executive officer for MWF. The ED is responsible for defining, fundraising for, and implementing activities that advance MWF’s mission and sustain the organization’s operations and power. As leader of a nonprofit organization that is also a major player in Montana’s conservation community, the ED is required to demonstrate strategic leadership skills as well as a practical willingness to get under the hood to tackle hands-on operational needs.

Conservation Program

- Oversee the work of program staff and volunteers to ensure delivery of MWF’s programmatic/advocacy goals.
- Facilitate the development of action plans to meet programmatic goals and ensure accountability (legislative plan and other campaign plans on priority issues).
- Build and maintain relationships with partner organizations, agencies, and elected officials.
- Maintain a fluency in the breadth of issues MWF is working on and serve as the subject matter lead on some program areas/policy issues (develop positions, draft policy statements, work with coalition partners, etc.).
Finances
- Prepare annual budget; set and meet revenue and expense targets.
- Develop annual fundraising plan and lead implementation of planned activities.
- Identify, cultivate, and solicit funds from institutional donors.
- Maintain relations with institutional donors about program activities, including formal grant reports and informal communication.
- Identify, cultivate, and solicit funds from individual donors.
- Manage membership solicitation process, including strategy development and drafting direct mail appeals.
- Oversee fundraising events, including annual meeting and donor events.

Outreach/Communications
- Serve as the organization’s primary spokesperson to the press, public, and elected officials.
- Set strategic messaging; oversee and draft press statements, opinion pieces, and other communications materials on issues and program priorities.
- Oversee digital communications activities, development of print materials, and quarterly newsletter.

Staff Management
- Supervise staff to ensure completion of programmatic and operational tasks.
- Define long-term staffing needs to implement strategic goals.
- Develop job descriptions, recruit, hire, and terminate employees.
- Evaluate staff performance.

Board of Directors
- Work in partnership with the Board President to manage the operations of the Board of Directors.
- Coordinate quarterly board meetings, including scheduling, agenda development, outreach, and follow-up.
- Recruit and develop directors and officers.
- Facilitate development and monitoring of organization’s strategic plan.

Operations
- Develop procedures, policies, and programs to govern business operations.
- Ensure compliance with all relevant state, federal and local laws.
- Manage contracting process for external goods and services.
- Manage office technology and other operational needs, including troubleshooting, acquisition, and coordination of external services.
- Travel 3-4 times a month to advance MWF activities.

Essential Qualifications (“Need to Have”)

Candidates for this position should have the following qualifications, as a result of their experiences and/or educational attainment:

- At least five years in conservation advocacy, nonprofit management, grassroots organizing or a related field.
● Experience in managing, facilitating, and motivating volunteers, board members, and/or staff.
● Experience in fundraising and enthusiasm for raising the revenue needed to meet organization-wide budget and program needs.
● Experience in communicating with and listening to people with a wide range of views.
● Ability to work collaboratively with conservation groups, agricultural groups, public agencies, and other community interests.

**Desired Qualifications ("Good to Have")**

Candidates who demonstrate the following additional qualifications will be well positioned to succeed in this position:

● A personal commitment to fish and wildlife conservation and avid participation in outdoor recreation (hunting, fishing, wildlife-watching, hiking, climbing, paddling, etc.)
● Fluency in the policy and politics of the issues facing wildlife conservation in Montana, regionally, and nationally.
● Ability to coordinate and motivate the work of people with diverse backgrounds, interests and skills.
● Familiarity and aptitude with standard office software, donor and constituent management software, and other relevant technology.
● Campaign/advocacy communications experience, including strategic messaging as well as writing, editing, and public speaking.
● Aptitude for developing and implementing strategic plans and campaign plans.
● Enthusiasm for tackling nuts-and-bolts operational and business needs.
● A commitment to giving all Montanans a voice in fish and wildlife conservation and reaching out to new constituencies.

**How to Apply**

If you are enthusiastic about this opportunity and meet most of the qualifications listed, we encourage you to apply. We are keen to hire a seasoned nonprofit manager or a passionate emerging leader. We are enthusiastic about considering a wide array of applicants for this exciting position.

Please submit a cover letter, resume, and three references to jobs@mtwf.org.

We are eager to fill this position, so please apply promptly. Candidate review will occur as we receive applications; interviews will begin January 31.

The Montana Wildlife Federation does not discriminate on the basis of race, religion, color, sexual orientation, national origin, age, disability, family status, or gender. If you have any need for accommodation or assistance with the application process, please tell us how we can help by calling 406-458-0227 or emailing jobs@mtwf.org.