



Montana Natural History Center

Connecting People with Nature

Position Announcement: Executive Director

About MNHC

Founded in 1991, our mission is **to promote and cultivate appreciation, understanding, and stewardship of nature through education**. We believe that time spent outside, observing and learning about natural systems, leads to a deeper appreciation and understanding of our place in nature and builds community. The Montana Natural History Center provides direct experiences in nature that are critical to inspiring natural resource stewardship and conservation.

Summary of the Position

The full-time Executive Director is the organization's chief executive officer, providing leadership and vision and reporting to the Board of Directors. The director works with a dedicated staff and volunteers to meet the strategic, programmatic, operational, and fundraising goals. We seek a highly motivated, detail-focused, strategic, and experienced leader to guide our talented team.

Essential Responsibilities

All five categories of leadership, fundraising, finances, management, and communications are equally important. We value positivity, clear communication, and the ability to be a dynamic, passionate, and committed representative of our organization to the community.

Leadership

The Executive Director establishes and promotes a clear vision for the organization, is strategically minded, is an active listener, and can inspire broad participation in the organization's mission. The Executive Director creates a positive, productive, and inclusive workplace. Collaborating closely with the Board of Directors and staff, they craft and implement the organization's strategic plan, ensuring its alignment with MNHC's evolving needs.

Fundraising

The Executive Director leads the fundraising team in establishing, nurturing, and sustaining relationships with donors and financial partners. They oversee the planning and execution of crucial fundraising events and collaborate with the fundraising team to devise comprehensive strategies.

Finances

The Executive Director leads the annual budgeting process in collaboration with the Board, crafting a comprehensive budget with staff input and support. They provide regular financial reports to the Treasurer and the Board, guiding informed decision-making towards financial objectives. They also work closely with stakeholders to identify revenue growth and cost-efficiency avenues, ensuring long-term financial sustainability.

Management

The Executive Director will establish a positive work environment at MNHC. They meet regularly with staff and coordinate with the leadership team (Education Director and Development Director), providing strategic guidance and support. They'll manage staffing needs and oversee daily operations of the facility and outdoor nature garden. The Executive Director will inspire, empower, and motivate staff while setting measurable goals and keeping each other accountable.

Communications

The Executive Director will build strong connections with all MNHC stakeholders and engage in community outreach to enhance awareness of our programs. They will identify collaborative opportunities and cultivate positive relationships with various entities to support our mission and growth.

I. Minimum Qualifications & Requirements

- Passion for the organization's mission and values.
- Demonstrated ability to work collaboratively with staff, a Board of Directors, donors, sponsors, or other stakeholders.
- Proven ability to build, lead, mentor, and motivate teams.
- Demonstrated experience in fundraising and development.
- Proven, strong financial skills, including developing and managing budgets, generating new revenue streams, fundraising, grant writing, management, and reporting for a nonprofit organization.
- Good organizational skills and proven ability to prioritize key tasks.
- Excellent verbal and written communication skills with prospective donors, staff, board, volunteers, and constituents.
- Be available to staff after hours in case of emergencies or need to consult.
- Valid driver's license, clean driving record, and willingness to use a personal vehicle with mileage reimbursement.

II. Preferred Qualifications

- Minimum of three years of previous experience in a leadership position with a nonprofit organization.
- Experience or skill working with a Board of Directors, committees, and organizational leadership.
- Proven ability to prioritize and guide strategic vision and strategies for a nonprofit organization when offered multiple opportunities.
- Bachelor's degree.
- Experience in outdoor, nature-based, science education, or conservation nonprofit.

III. Benefits

- Paid vacation, holiday, and sick leave.
- 403(b) retirement plan.
- Discounts for all MNHC programs.
- Medical and vision coverage.

IV. Salary Range \$80,000 - \$110,000 Depending on Experience

To apply, please send a cover letter, resume, and at least three professional references to Lisa Bickell: lisa@montananaturalist.org. Applicant review will begin June 20, 2024.