** POSITION ANNOUNCEMENT – EXECUTIVE DIRECTOR**

**BACKGROUND**

**Montana Conservation Voters (MCV)** is the leading non-partisan, non-profit organization dedicated to electing conservation leaders, holding decision makers accountable, and encouraging lawmakers to champion policies that protect Montana’s clean air, clear water, public lands, world class fish and wildlife, and incredible outdoor heritage. MCV advances pro-conservation public policy locally, in the legislature, in the statehouse and in Congress.

**Montana Conservation Voters Education Fund (MCVEF)**, its 501c3 sister group, provides research, public education, communication, and voter participation services to over 72,000 Montanans to engage in elections, and works with the conservation and environmental community to be a more potent force in decision-making forums.

**MCV’s affiliated state and federal political action** **committees** recruit, train, endorse and actively work for the election of those who stand up for clean air, clear water and wild country. MCV’s political program has helped elect pro-conservation candidates up and down the ballot and mobilized thousands of conservation voters in elections each year.

MCV and MCVEF are members of the League of Conservation Voters, and coordinate the Conservation Working Group, the Climate Action Campaign and other strategic alliances across the state. Governed by a statewide board of directors, with growing membership base of 3,900 dues paying and 16,000 associate members and chapters in five counties, the groups have an annual operating budget of $1.3M and employ seven full-time staff positions working out of offices in Billings, Missoula and Helena.

**MCV and MCVEF have helped build the power of the conservation and environmental community** to protect Montana’s clean air, clean water, and wildlands for future generations. Major accomplishments include, but are not limited to:

* **MCV elects pro-conservation candidates, using strategic, winning field campaigns.**  In 2014, MCV helped recruit and elect over a dozen conservation leaders to the legislature. Now, thirty-one members hold office in the State Legislature. In 2012, MCV’s epic door-to-door canvass helped re-elect Sen. Jon Tester and propel Gov. Steve Bullock and conservation champion Denise Juneau, OPI Superintendent, to victory, along with legislative champs who stand up for clean water, renewable energy and our incredible fish and wildlife. MCV brings the brightest campaign minds in the country and innovative, winning tactics to Montana elections.
* **MCV protects clean water, clean air and wild country through effective advocacy.** MCV coordinates and facilitates strategic coalitions and partnerships at the city, state and federal level. The Conservation Working Group, comprised of the state’s most influential environmental and conservation groups, advanced winning policies to protect our water, fish and wildlife, and that spurred a clean energy economy in the State Legislature. MCV’s federal policy advocacy produces results. The Climate Action Campaign focuses on clean, renewable energy and standards that reduce harmful greenhouse gas emissions.
* **MCV mobilizes the grassroots.**  In the 2015 and 2013 legislatures, MCV mobilized more than 4,900 supporters to contact their legislators, and trained 121 in-person grassroots lobbyists. These advocates effectively demanded clean water, clean energy and responsible wildlife management and their actions defended the laws that protect Montana’s outdoor heritage. MCV’s annual voter mobilization canvass team last year visited more than 15,000 homes and called thousands more, securing over 12,000 supporters for voter rights. In 2013, MCV’s canvass identified backers for a homegrown public lands package to designate Wilderness and secure our best places to hunt and fish and recreate.
* **MCV secures Montanans’ right to vote.** In 2005, MCV led the successful fight to secure Election Day voter registration. Since then, over 32,000 Montanans registered and voted on Election Day. Working with key allies, MCV helped defeat a ballot measure, LR126, 57%-43%, to eliminate Election Day voter registration,
* **MCV galvanizes the conservation community in ballot measure campaigns.** MCV backed the critical voter contact work that defeated the 2004 attack on the voter-approved cyanide gold mine ban, the 2006 “takings” initiative and 2010 attacks on important state funding. In 2013, MCV Education Fund improved the transit system in Missoula in the state’s only pro-environment ballot measure, reducing air pollution
* **MCV provides effective training and tools for the conservation and environmental community.** From current polling to legal trainings, list enhancement to candidate training, MCV has a campaigner’s mind and an organizer’s heart. MCV provides the tools for groups large and small to live up to their full potential.

To learn more, please visit [www.mtvoters.org](http://www.mtvoters.org)

**POSITION SUMMARY**

Reporting to the MCV and MCVEF Boards of Directors, the Executive Director is responsible for all aspects of leading, funding and managing a group of organizations- MCV, MCVEF and MCV’s affiliated Political Action Committee.

**OPPORTUNITY**

An incoming Executive Director can make a real impact in the epicenter of battle ground states and conservation politics, partnering with two very dedicated Boards of Directors and working with talented staff members and an engaged membership. With just over one million people in Montana, Montana Conservation Voters has an opportunity to make a noticeable and lasting difference in conservation and environmental quality across the state.

**PRIMARY RESPONSIBILITIES**

* Lead, inspire, and manage a staff of high-performing individuals working across a large geographic area;
* Serve as the primary face and ambassador of the organizations, developing strong positive relationships with elected officials, donors, conservation and environmental group leaders, partner NGOs, business and industry;
* Secure the financial resources necessary to fund MCV, MCVEF and its affiliated Political Action Committees to accomplish their missions and meet Board-approved budgets;
* Serve as the primary fundraiser for the organizations;
* Create, initiate and ensure implementation of programs to carry out the strategic goals of the organizations;
* Provide leadership and oversight in the development and implementation of MCV’s electoral campaign;
* Provide leadership to develop and implement MCVEF’s education and associated programs;
* Oversee the fiscal management of the organizations and create and track multiple budgets effectively;
* Ensure legal compliance of all aspects of the financial and political/programmatic activities of the organizations with local, state, and federal regulators;
* Work closely with the Board of Directors to guide the organizations through strategic governance challenges and opportunities;
* Assist and motivate the Boards to maximize their networks to build the financial health of the organizations;
* Lead the Boards and staff through strategic planning, implementation, and evaluation of the organizations’ efforts;
* Be an “institution builder” and take the organizations to the next level of effectiveness and impact.

**DESIRED BACKGROUND AND PERSONAL ATTRIBUTES**

The successful candidate will have a minimum of five years of demonstrated experience in a senior leadership and management role.  A Bachelor’s degree from an accredited college or university required; advanced degree preferred.

Other qualifications and attributes include:

* Commitment to and understanding of the mission, purpose and unique role of MCV within Montana’s conservation and environmental communities and political landscape; *required*
* Proven ability, experience in, and passion for fundraising from both individual donors and foundations; *required*
* Strong financial management skills and ability to build and manage multiple organizational budgets; *required*
* Superior leadership, strategic thinking, and planning skills; *required*
* Experience in organizational management and program planning with the ability to lead and coach senior staff, develop and manage high-performing staff, and the ability to delegate; *required*
* Excellent writing and oral communication skills; *required*
* Experience in implementing electoral campaigns, including field organizing; *preferred*
* Experience working in diverse and culturally rich communities like those that exist in Montana; *preferred*
* Experience cultivating and working effectively with Boards of Directors; *preferred*
* Experience in legislative advocacy, and/or community organizing; *preferred*
* Understanding 501c3, 501c4, and PAC structures and compliance issues; *preferred*
* Experience in building long-term financial reserves within an organization; *desired*
* Knowledge of environmental and conservation politics and the movement represented by the national League of Conservation Voters (LCV) and state leagues; *desired*
* Building relationships and maintaining existing ones within Montana politics and the Montana environmental and conservation communities; *desired*
* Membership engagement and volunteer involvement skills; *desired*
* Knowledge of best practices around highly effective governance for Boards of Directors; *desired*

**SPECIAL JOB REQUIREMENTS**

* The Executive Director role requires some long, unpredictable hours and some weekends, especially during the legislative session and political campaign season;
* Ability to work in fast-paced situations and handle many tasks simultaneously;
* Ability to travel frequently across the state, especially to and from the current MCV offices in Billings, Helena, and Missoula, areas where donors are based, as well as occasional travel out of state;
* Commitment to working in a small, nonprofit office and creating/maintaining a positive, respectful, friendly, and collegial environment.

**COMPENSATION**

Compensation for the Executive Director includes a competitive base salary commensurate with experience, health care benefits including optical and dental, generous paid time off and holidays, retirement benefits, and an outstanding sabbatical policy.

**TO APPLY**

Please submit your resume, expression of interest, references and salary history and requirements electronically to Interim Executive Director Rick Potts at [Rick@MTVoters.org](mailto:Rick@MTVoters.org) Please direct questions to Rick at this email address or by calling (406) 366-9685.

The deadline to submit application materials is Monday, November 12, 2018. Highly qualified candidates will be interviewed promptly as applications are received. The Board of Directors desires to have a new Executive Director selected by December 1, 2018.

*Montana Conservation Voters is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.*