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Flathead Lakers:
Working for clean water, healthy
ecosystems and lasting quality of life in the
Flathead watershed.

**Executive Director
Flathead Lakers (Polson, MT)**

ABOUT US

For over 60 years, the [Flathead Lakers](http://www.flatheadlakers.org) has provided leadership and a strong voice for protecting and improving water quality in the Flathead watershed near Polson, MT through advocacy, education and stewardship programs. Formed in 1958, the Flathead Lakers' approach is to encourage land and water stewardship, broaden the constituency for responsible and thoughtful land use planning and resource management, and build partnerships to effectively address conservation priorities. As a result, our communities can absorb growth and provide economic opportunities while maintaining our special natural heritage and quality of life for future generations. For more information, please visit www.flatheadlakers.org.

POSITION SUMMARY

The Flathead Lakers are seeking a dynamic, self-motivated and proven leader to be our next Executive Director (ED). The ED drives strategy for the organization, ensures quality operations by overseeing programs, leads fundraising efforts, cultivates partnerships, and manages 3 part time other staff. The Flathead Lakers is well positioned to expand its impact in upcoming years and needs a leader accustomed to growth and program expansion.

The ED will have the responsibility of managing the education, outreach, stewardship, and advocacy programs under the direction of the Board of Directors. He/she and will be the public spokesperson for the Flathead Lakers and must be able to provide effective written and oral communications with the board, membership, federal, state and county legislators, and the overall watershed community. The ideal candidate will love socializing, making new friends and being our public face.

The ideal candidate will have experience working for or leading a similar nonprofit. He/she will provide leadership, vision, and direction to the Flathead Lakers and lead all efforts to support the Lakers' mission. The ED will lead efforts to build strong relationships with existing members, donors, staff, boards members, like-minded associations, agencies, and government entities. The ED will promote an organizational culture based on high ethical standards and high quality programs using outstanding teamwork.

Responsibilities include, but are not limited to:

I. **Overall Responsibility.** The ED provides leadership, vision and direction to the Flathead Lakers organization. He/she leads all efforts to support the Lakers' mission to protect clean water, healthy ecosystems and a lasting quality of life in the Flathead watershed. He/she leads efforts to develop and sustain relationships with members, donors, staff, board members, like-minded associations, agencies and government entities. He/she promotes an organizational culture based on high ethical standards and high quality programs and outstanding teamwork. The ED has the overall responsibility for managing operations and programs under the direction of the Board of Directors, and will be the public spokesperson for the Flathead Lakers. He/she must be able to provide effective written and oral communications with the board, membership, federal, state and county legislators, and the overall watershed community.

II. **Leadership and Planning.** Desired leadership characteristics of the ED include the ability to think strategically, to provide vision, energy and enthusiasm for the Lakers' mission and to lead and mentor staff. He/she establishes and maintains an organizational culture that emphasizes integrity, ethical practices, and a continuing commitment to the Lakers' mission, vision, and goals. The ED is a strategic and effective annual planner, careful goal setter, and smart risk taker. Under Board guidance, the ED develops the strategies and implements the annual work plan.

III. **General Management.** The ED manages daily interrelated operations, including staff, finances, membership, and programs. The ED should demonstrate a willingness to encourage and mentor staff and efficiently delegate organizational tasks and programs. It is expected that the organization will be run smoothly with high levels of productivity consistent with its resources. Staff and board members will enjoy high levels of morale.

IV. **Programs.** The ED is responsible for developing, funding, and implementing Lakers programs, and reporting on their progress to the Board. Education, Outreach, Stewardship and Advocacy Programs are the core of the organization's mission. The ED sets as a high priority the funding and staffing of these programs to ensure that program objectives are met. When partnerships with other organizations appear beneficial to achieve shared goals, the ED is charged with developing and supporting them.

V. **Finances.** Fundraising and financial management are key responsibilities of the Executive Director. He/she must be a strong and enthusiastic fundraiser. He/she develops and implements strategies to fund the operations through membership growth initiatives, donation campaigns and other fundraising programs including seeking grants, building the Lakers' endowment and promoting the Legacy Program. With guidance from the board he/she is responsible for developing annual budgets, ensuring funds are spent prudently and in a timely fashion, and revenues are invested in the Lakers' mission by devising and implementing plans for growth as resources allow.

VI. **Personnel/Staffing.** The ED is responsible for recruiting, hiring, overseeing, encouraging, evaluating, and (when necessary) dismissing Lakers staff members. He/she implements all Board-established personnel policies. The ED will review all staff annually, or more frequently if needed, and report outcomes to the board. The ED will use outside support consultants (IT, design, etc.) when necessary to optimize the function of the organization. The ED will offer, as needed, suggestions for changes/additions in staff that may help optimize the function of the organization.

VII. **Communications.** The ED shall be the lead spokesperson for the Lakers. He/she will develop and implement strategies for membership recruitment and retention, engaging members, public officials, property owners, local businesses, and like-minded organizational partners to take actions that support the Lakers' mission and goals. The ED supervises and conducts member and public information programs and events, including the organization of the annual meeting. The ED also is responsible for the preparation of newsletters and annual reports along with maintenance of the Lakers' website and appearance on social networks. The ED is expected to demonstrate strong writing and public speaking skills, and to engage in frequent and open communications/collaborations with board officers, members and committees. The ED is also expected to actively engage with membership and the lake community, at large, via public speaking engagements and media (print and radio) outreach.

VIII. **Board Relations.** The ED works closely with the Board of Directors in all major phases of the Lakers' operations, including the development of the organization's mission, strategies and policies. He/she must motivate and inspire volunteer board members, have honest conversations, and work collaboratively with the board chair to maintain expectations of the board. He/she keeps the board engaged and fully informed on work and progress in achieving goals, and may contribute to the identification of potential board candidates. In addition, the ED prepares materials for board and board committee meetings and, in conjunction with the President and committee chairs, prepares agendas for these meetings. The ED will be responsible for open and frequent communication(s) with the Lakers' Board of Directors.

IX. **Membership.** The ED is responsible for the development of membership goals, strategies to recruit new Lakers' members, and for maintaining a membership database, all of which is essential for financial and program success.

X. **Annual Evaluation.** The ED's performance is evaluated annually, or more frequently if needed, by the President in consultation with the Board of Directors. In addition, the ED prepares a self-evaluation every year. Both evaluations will be discussed by the ED and the President and a summary provided to the Board.

QUALIFICATIONS

The ideal candidate will possess the following qualifications:

- Bachelor's degree or equivalent experience; relevant postgraduate degree preferred

- Sincere passion for environmental work/advocacy and the mission of the Flathead Lakers
- Experience working with local nonprofits, governmental officials, and philanthropic organizations. Familiarity with the Flathead area preferred.
- Demonstrated success of fundraising striving to increase our annual budget to \$400K or more, with proven accomplishments in front-line fundraising; established success in developing and executing fundraising strategies
- Demonstrated success in staff recruitment, leadership, management, and development
- Demonstrated ability managing complex operating budgets
- Exceptional communication, organization, and interpersonal skills. The ideal candidate will love socializing, making new friends and being our public face.
- Ability to work with minimal supervision in fast-paced, highly adaptive environment
- Excellent computer skills
- Flexibility for travel with occasional trips in Montana (i.e. testifying at the MT legislature in Helena, MT)

TYPICAL PHYSICAL & MENTAL DEMANDS

Requires prolonged sitting with some bending, stooping and stretching, and eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other office equipment. Requires normal range of hearing and eyesight to communicate with volunteers and staff. Also requires flexibility to readily adapt to a changing environment.

COMPENSATION AND BENEFITS

Competitive and commensurate with experience. This is a full-time, exempt position with a benefit plan to be negotiated.

CONTACT INFORMATION

Additional information about the Lakers' ED position can be found at flatheadlakers.org. To express your interest in this role, please submit a compelling cover letter and resume to careers@flatheadlakers.org or contact: Tom Cox, Board President, Flathead Lakers, 406.887.2166 | tomcoxmt@gmail.com. All inquiries and discussions will be considered confidential.