



## ADMINISTRATIVE DIRECTOR AND SPECIAL PROJECT COORDINATOR

Interview Process begins April 14<sup>th</sup> : Position Open till filled ~ FT with benefits

Location: Kalispell, MT

Anticipated Start Date: May 2022

### BACKGROUND

**Our Mission** is to foster citizen participation and champion sustainable solutions needed to keep the Flathead ecologically and economically healthy. Are you ready to help lead a small but dynamic organization and leadership team with a 30-year legacy of success? Are you looking for a position where you can invest your talents and make a positive difference in the place and community you call home—let's talk.

Since 1992 Citizens for a Better Flathead (CBF) has been at the forefront of addressing the challenges that rapid growth brings this extraordinary valley in Northwest Montana, which is now home to 104,000 residents, a nearly 15% increase over the past decade. Flathead County, where our work is focused, lies between Glacier National Park and Flathead Lake, the largest natural freshwater lake west of the Mississippi. Approximately 94% of the land in Flathead County is National or State Forest Land, Wilderness, Agricultural, and Corporate Timber Land, thus largely confining development to the remaining 6% of the area.

Citizens for a Better Flathead works to alert and inform the public of opportunities to be actively involved in critical decisions shaping how the Flathead grows. Our work focuses on policies that shape land use planning, the protection of water quality, climate-friendly transportation planning, and waste reduction and recycling. CBF advocates for solutions that respect the well-being of the whole community, the environment, and future generations. We provide critical analysis and research to inform the public and decision-makers and network broadly to achieve our goals.

### JOB SUMMARY

The **Administrative Director and Special Project Coordinator** for Citizens for a Better Flathead (CBF) is a responsible leadership position in a fast-paced, mission-driven environment and demonstrates the talent to juggle and organize multiple responsibilities. CBF offers a collaborative, team-oriented workplace. You will learn a lot, work at the center of key decisions shaping the Flathead's future, and enjoy the satisfaction and successes of working daily to keep the Flathead a special place. The Administrative Director and Special Project Coordinator is a full time, professional staff person who supports and works closely with CBF's Director of Planning and Policy. This position has the responsibility for providing comprehensive administrative leadership, basic fundraising support, and communications outreach, to support all aspects of CBF's operations and mission. Additionally, this position provides primary coordination and implementation of CBF's WasteNot (recycling) Project, including school programs.

### PRIMARY RESPONSIBILITIES

**ADMINISTRATION AND FINANCIAL MANAGEMENT: 65%**

- Leads the day-to-day operations of the organization. Oversees office operations, and administrative systems, and ensures they are efficient and up to date.
- Develops, schedules, and manages content for website, email communications, social media platforms, and additional communications avenues in collaboration with CBF's Director of Planning and Policy.
- Coordinates general fundraising efforts including support for fundraising events and donor solicitations in collaboration with the CBF Board and Fundraising Committee.
- Manages donor outreach keeping files up-to-date and secure, tracks donations, ensures timely personal thank you notes for all donations, and provides year-end tax letters/receipts for major donations as required by the IRS.
- Works with CBF bookkeeper and/or accountant to manage bill payments and annual filings including taxes, and policy renewals.
- Assists with writing and editing documents including letters, and reports. Supports grant management through updating files, assisting in identifying grant opportunities, and tracking deadlines.
- Ensures the smooth running of the office through organizing and maintaining files and databases, purchasing office supplies, handling mail, making copies, recruiting and coordinating volunteers, and other miscellaneous tasks.
- Attends all regular monthly CBF Board meetings and provides support and oversight for the administrative work of CBF's committees and volunteers to help ensure workplan goals are met.
- Maintains an accurate and detailed record of time/work projects.

### **Special Projects: 35%**

- The WasteNot Project: Gives public presentations as part of the WasteNot Project in schools, and in the community. Maintains and updates curriculum materials for in-class lessons and field trips, maintains the compost garden educational center at Flathead Valley Community College's Farm Center and leads spring school field trips at this site. Annually updates and distributes informational brochures on waste reduction and recycling. Maintains and updates the WasteNot website. Recruits and trains volunteers to support educational outreach and zero waste educational events. Attends Flathead County Solid Waste District board meetings every month. Assists in other WasteNot program goals and research. This project runs from February through June each year and is a half-time focus of this position during this period.
- Provides research and support for CBF's other current projects and policy initiatives as time and workload permits.

### **PREFERRED QUALIFICATIONS**

- A bachelor's degree and related experience in organizational/business management.
- Excellent oral and written communication skills.
- Highly motivated, a self-starter, and able to effectively manage multiple demands/deadlines.
- Demonstrates ability to learn on the job, and a commitment to personal growth/development.
- Experience in basic fundraising, donor outreach, cultivation, and record keeping. A keen professional interest in working in nonprofit management and expanding management skills .
- Pays close attention to detail and understands importance of accuracy.
- Professional, inquisitive and keeps abreast of local issues, politically savvy and a team player.
- Confident, positive, comfortable in public arena. Has an understanding and passion for the mission and goals of CBF.

- Operates well in a team environment. Experience networking and collaborating.
- Ability to plan, prepare and deliver instructional activities on waste reduction and recycling to elementary-middle school students as part of our WasteNot Project curriculum.
- Proficiency of basic computer usage and email communications. Programs we use include: Microsoft Office, WordPress, QuickBooks, Adobe Creative Suite, and database programs.
- Ability to occasionally work evenings---this occurs rarely.

#### **TERMS OF EMPLOYMENT**

- Full-time starting salary of \$35,000-\$39,000 depending upon experience.
- Additional employee health benefit package, ten (10) paid holidays, fifteen (15) vacation days per year for full-time employees, and sick leave.
- This is an Executive position whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

**APPLICATION INSTRUCTIONS:** To apply for the position, please submit the following:

1. Resume
2. List of at least three professional references
3. Letter of interest describing how your skills and experience address the job description

**MATERIALS SHOULD BE SUBMITTED TO:** [citizens@flatheadcitizens.org](mailto:citizens@flatheadcitizens.org). The position is open until filled. Interviews will begin April 14th. Any necessary questions regarding applications should be addressed to the above address. No phone calls, please.