

# Job Opening

**Title:** Program Director  
**Deadline:** December 11, 2020  
**Start Date:** Negotiable  
**Status:** Full-time, Salaried, Exempt  
**Reports to:** MCV Executive Director



*Montana Conservation Voters and the Montana Conservation Voters Education Fund seek a dynamic **Program Director** to bring vision, energy, smarts and passion to their policy and communications programs.*

## Who We Are:

**Montana Conservation Voters** is a nonpartisan, nonprofit 501(c)4 membership organization whose mission is to “protect our climate, our clean air and water, our public lands, our communities and future generations by supporting leaders who fight for conservation and by holding accountable leaders who do not.” The **Montana Conservation Voters Education Fund** is a nonpartisan, nonprofit 501(c)3 organization whose mission is to “engage all Montanans and their communities by empowering them to protect our clean air, clean water, public lands and voting rights through education, mobilization and the power of grassroots advocacy.”

## Job Description: Program Director

MCV’s and MCVEF’s Program Director must be highly organized as the organizations’ lead public policy advocate. This position requires a strong working knowledge of Montana’s political and environmental landscape. The Program Director also develops and manages the organizations’ communications program and works with staff to create impactful messaging and strategies, using online and traditional media, to build MCV’s and MCVEF’s power and engage citizens. Job duties include, but are not limited to:

- **Program Development & Implementation:** In close coordination with the Executive Director, the Program Director will design and lead MCV’s and MCVEF’s public policy agenda and legislative accountability work at all levels of government. The Program Director will also support the Executive Director in designing and implementing strategic plans, annual organizational work plans and budgets to serve organizational strategic vision.
- **Communications:** The Program Director will facilitate, coordinate and execute MCV’s and MCVEF’s earned (including on-the-record communication when necessary) and social media strategies, in close consultation with the Executive Director, and will build relationships with state and national reporters. The Program Director will also assist in the production of compelling materials to communicate MCV’s and MCVEF’s stories to major donors, foundations, members and supporters.
- **Outreach:** The Program Director will cultivate and maintain strategic relationships with policymakers, nonprofit leaders, foundations, industry executives, leading experts, and other constituents--building strong and diverse coalitions in Montana’s conservation community, including non-traditional allies and communities of color.
- **Development and Fundraising:** The Program Director will work with the Executive Director to build donor and foundation relationships to strengthen the organization's financial sustainability

and fundraising prowess. In close coordination with the Executive Director, the Program Director will also craft, track and maintain MCV's and MCVEF's grant deliverables, reports, funding opportunities and deadlines, working closely with the Finance Director to ensure delivery of timely accurate financial records;

- **Racial Justice & Equity:** The Executive Director must share MCV's commitment to integrating racial justice and equity into the work we do and ensuring an inclusive organizational culture. MCV is committed to building a more diverse and inclusive organization and conservation movement to fully represent and engage all Montanans.

### **Qualifications:**

MCV is looking for a highly motivated, self-driven, reliable and detail-oriented professional who has experience in conservation advocacy, policy and communications. The Program Director is expected to travel (when travel becomes feasible). The position is based in Helena during the biennial legislative session.

Recruiting staff who better reflect Montana is a priority and we encourage applicants from all cultures, races, ethnicities, geographies, and all other identities. Women, people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply.

### **Compensation and Benefits:**

Montana Conservation Voters offers a competitive salary based on commensurate experience. Full-time, exempt employees of MCV are eligible for health, dental and optical insurance. A Simple IRA is also available to qualified employees.

### **To Apply:**

Send a cover letter, resume and references by 5 p.m. MST on December 11, 2020, to [mcv@mtvoters.org](mailto:mcv@mtvoters.org) with the subject line "Program Director." No phone calls, please.