

# Job Opening

Title: Executive Director  
Deadline: April 18, 2025  
Start Date: Negotiable  
Status: Full-time, Salaried, Exempt  
Reports to: MCV Board of Directors



*Montana Conservation Voters and the Montana Conservation Voters Education Fund (collectively "MCV") seek an innovative, disciplined, and politically savvy Executive Director to lead both organizations, in addition to MCV's political action committees, and to further build an already robust force for conservation.*

## WHO WE ARE

Montana Conservation Voters (MCV) is a nonpartisan, nonprofit 501(c)4 membership organization with the mission 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. MCV advances pro-conservation policies at local, state and federal levels.

The Montana Conservation Voters Education Fund is a nonpartisan, nonprofit 501(c)3 organization with the mission 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. The MCV Education Fund delivers public education and voter services across the state.

Our environment and outdoor recreation are the lifeblood of Montana. They drive our state and local economies, and Montanans agree that the outdoors are central to their quality of life. This core value creates a unique opportunity for MCV to bring Montanans together, strengthen their understanding of how policy impacts the quality of our outdoor experiences, and mobilize voters to protect our clean air, our clean water, our wildlife, and our public lands and to support private land stewardship.

MCV and the MCV Education Fund are governed by statewide boards of directors, work strategically with conservation and democracy partners across the state, and are members of the League of Conservation Voters.

## PRIMARY RESPONSIBILITIES

The Executive Director will provide leadership to continue to build an effective organization. To be successful, MCV's Executive Director must be highly motivated and highly organized, practice effective communication skills, and possess a breadth of conservation policy and political experience. Demonstrated fundraising, fiscal discipline, staff oversight, organizational management, and collaboration skills are prerequisite.

Reporting to the MCV and MCV Education Fund boards, the Executive Director will work with the team to ensure that programs are developed, implemented, and coordinated across the

two organizations. Oversight and guidance are provided by both the MCV and MCV Education Fund Boards of Directors and the two Board Chairs.

#### *Develop a vision*

- Leads a process with the Boards of Directors and staff to update and execute strategic plans for each organization developing a long-term vision for a clear, ambitious, and achievable agenda recognizing MCV's strengths and the challenges of the political environment.
- Works with the Development Director and Operations Director to prepare annual budgets that reflect the strategic plans.
- Provides information to the Boards within standard budgetary review and approval process and evaluates progress made toward meeting programmatic and financial goals.

#### *Increase fiscal resources*

- As the chief fundraiser, responsible for maintaining strong fundraising for MCV so the organization has the resources to be a successful champion for conservation.
- Works with the Development Director to create a diversified and resilient funding plan that provides a growing fiscal base for programs and operations for the 501(c)(3) for research, policy, and advocacy and for the 501(c)(4) for lobbying, grassroots engagement, and political action activities.
- Provides leadership and works with the Boards and Development Director on major fundraising activities including grants, major donor relations, planned gifts, events, corporate gifts, and membership drives.

#### *Manage an exceptional team*

- Ensures that the two organizations attract, retain, and motivate a highly skilled, professional, and energetic staff team through competitive compensation and a rewarding workplace.
- Hires, supervises, coaches, and evaluates MCV staff and ensures that all staff are provided with guidance, feedback, and career development opportunities.
- Plans for advancement and succession.
- Works with the Operations Director to ensure that the organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.
- Works closely with board leadership and committees to support the organizations' work and to recruit and engage new board members.

#### *Communicate and collaborate*

- Maintains a visible profile as a leader for conservation in Montana as the face to the public, donors, decision-makers, media, partners, and volunteers.
- Represents MCV at events and meetings.
- Acts as a spokesperson with the media and at public forums when appropriate.
- Develops and maintains strong working relationships with citizens, local leaders, other advocacy organizations and coalitions, reporters, and decision-makers across the political spectrum, across the state, and across conservation and environmental issues.

## **REQUIRED SKILLS, EXPERIENCE, & ABILITIES**

The successful candidate will bring many of the following professional experiences and personal attributes:

- Commitment to the mission and values of Montana Conservation Voters, including muscular advocacy, strategic vision, and catalyzing broad support for conservation statewide.
- Experience serving as an Executive Director or senior staff member of a nonprofit, policy, or political organization.
- Strong financial management skills and discipline.
- Knowledge of Montana's conservation issues, sociopolitical diversity, state policy, politics, and the legislature.
- Galvanizing and clear communication skills in diverse media, particularly the ability to engage substantively with varying perspectives and values.
- Collaboration skills to work with multiple constituencies and to both build and lead coalitions.
- Ability to prioritize and manage multiple short-term and long-term projects.
- Ability to make decisions, often with partial information, in a deadline-driven environment.
- A commitment to personal and organizational integrity.
- Proven skills and energy in raising funds from individuals and foundations and developing relationships with prospective donors.
- Ability to continually lead and develop a dispersed staff team.
- Knowledge of the legal requirements and restrictions for 501(c)(3), 501(c)(4), and PAC organizations.

The Executive Director is expected to travel both in and outside of Montana as needed, with access to MCV's car rental service for in-state travel.

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 & BENEFITS

The Executive Director's salary will be negotiated by MCV's Board of Directors based on commensurate experience and salary history (\$100,000 to \$130,000). Full-time, exempt employees of MCV are eligible for health, dental, and optical insurance. A Simple IRA is also available to qualified employees. Phone and work from home stipends are also available to eligible employees.

## TO APPLY

Send a cover letter, resume and references by 5 p.m. on April 18, 2025 to [mcv@mtvoters.org](mailto:mcv@mtvoters.org) with the subject line "Executive Director." No phone calls, please.

Applications for this position will be reviewed on a rolling basis, with a priority deadline of April 18, 2025. While we encourage candidates to apply by this date for full consideration, the position will remain open until filled. Early applications are strongly recommended, as interviews may be conducted throughout the hiring process.

By submitting an application for this position, you consent to the hiring committee contacting the references you have listed, as well as any other individuals the committee deems relevant to assessing your qualifications. The committee may seek additional insights to ensure a comprehensive evaluation of your experience, skills, and suitability for the role.