



## Leading the Way to a Sustainable Montana

[www.aeromt.org](http://www.aeromt.org)

### **Position Opening - Job Announcement** **Executive Director**

#### **About AERO**

AERO is a statewide 501c3 non-profit organization dedicated to advancing solutions that promote resource conservation and local economic vitality in Montana. AERO programs support individual and community action to advance our goals in renewable energy, sustainable agriculture, local food, and resilient communities. Since 1974, AERO has been a trusted and visionary leader that has built strong ties among farmers and ranchers, urban and rural communities, and many government and non-profit organizations. AERO is a hub for inspiring, connecting, and building capacity for sustainable communities and our programming is grounded in the conviction that communities are the best place to create the kind of change we envision. We are in an exciting time of growth, in a solid financial position, with many grant opportunities and a strong staff and board.

#### **Position Summary:**

The Executive Director is a full-time, professional position that is accountable to the Board of Directors and is responsible for the management and oversight of all aspects of AERO's programs and business operations. The Director helps to lead the strategic planning that will grow and build the organization's effectiveness and acts to create the long-term success of AERO. The Director will articulate, engage, and inspire the membership and our funding partners in a way that builds new capacity and support for our work. The position is Helena-based and includes managing staff and volunteers in the Helena office.

The Executive Director should demonstrate their ability to:

- Be entrepreneurial; identifying new revenue sources and integrating them into organizational and program development.
- Speak passionately to advocate and promote AERO's mission and vision.
- Create a culture that supports grassroots action and community-based leadership.
- Demonstrate a management style characterized by integrity, transparency and collaboration.
- Build rapport with AERO members, and our engaged partnerships among farmers and ranchers, ag and energy organizations, local and state governments, and other non-profit organizations.
- Strengthen AERO's brand through inspirational messaging and strategic communications.
- Show smart and savvy public policy knowledge to best navigate and advance AERO's goals.

The successful candidate will be someone who is passionate and excited to be leading AERO's mission and legacy and who has a demonstrated innovative, solutions-oriented, visionary style who is enthusiastic about growing AERO's impact in Montana.

### **Desired Qualifications:**

- A proven record of private donor and foundation fundraising; with direct experience with grant-writing, cultivating major donors, and building diverse funding sources via new programs and membership growth.
- A working knowledge of and commitment to issues relating to renewable energy, sustainable agriculture, local food systems and community self-reliance.
- A 4-year college degree and at least 3 years of direct non-profit management experience (and/or a highly equivalent combination of work and educational experiences).
- Demonstrated capacity to work collaboratively with diverse groups and build and maintain relationships with a broad range of people.
- An understanding and demonstrated knowledge of budgetary and financial management.
- Excellent oral and written communication, interpersonal and organizational skills.
- High-functioning computer skills, including donor/member database management.

## **Executive Director – Job Description**

### **Duties and Responsibilities**

#### **Build Revenue and Attract New Funding**

With the Board of Directors, create, lead, and manage all aspects of AERO revenue and fundraising efforts with the staff and board, including a proactive membership development program.

- Create an annual fundraising plan that the staff and board members can implement which leverages the events, tours and program activities of AERO for new revenue
- Maintain and expand AERO membership through strategic efforts
- Create a strategy to grow and expand a major donor program
- Oversee the grant process with outside contractors to foundations, corporations, and government agencies – for existing and new program development
- Engage the staff in the overall fundraising effort, and empower them to lead important funding strategies including their own grant-writing.
- Work to develop and broaden sources of unrestricted revenue for general operations.

#### **Manage the Business and Financial Systems**

Control and manage the business operations and financial controls for AERO, and ensure proper procedures and accounting methods function.

- Responsible for financial integrity of the organization in conjunction with the board of directors and bookkeeper
- Develop and implement a board-approved, balanced annual budget
- Plan and support staff professional development and team-building activities
- Manage the organization to attract and retain strong staff and volunteers by acting as a leader, member, and partner of a team of professionals
- Effectively hire, train, supervise, and evaluate staff, contractors and consultants
- Conduct regular and systematic performance reviews with staff
- Oversee office operations and administrative systems and ensure they are efficient and up to date

### **Manage AERO Programs and Create New Innovative Projects**

Oversee all aspects of AERO programs and develop a pipeline of new innovative projects that will attract new funding and membership engagement.

- In partnership with the board, strategically plan and evaluate AERO's overarching programmatic strategy
- Work with board, staff, and members to develop, implement, and evaluate innovative programs and activities
- Ensure that programs and activities fulfill AERO's mission, meet the needs of members and move us towards our vision
- Build a strong and effective staff team made up of an Outreach Director, Program Manager and Local Food Coordinator, that will integrate programs and projects and develop new initiatives
- Be creative, solutions-oriented, and entrepreneurial – identify needs and, in partnership with the board of directors, take advantage of new programmatic opportunities

### **Manage Sophisticated Messaging and Communications Outreach**

Ensure the Outreach Coordinator is integrating a clear and effective strategy for linking all AERO outreach and communications across a broad platform of media.

- Responsible for public relations including media contacts and communication with members and the public
- Responsible for the production of newsletters, printed materials, website, events, and the annual meeting

### **Board Collaboration**

Responsible for communicating effectively with the Board of Directors and providing accurate and timely information necessary for the board to function properly and make informed decisions.

- Assist the board in the development and implementation of an ongoing strategic plan
- Work with the board and board committees to develop work plans, policies and procedures
- Assist the board to enhance involvement and ensure continuity and high productivity
- Maintain healthy board and staff engagement and communications

### **Other Considerations and Travel**

This position requires 20-30% travel across parts of Montana. The position will require the ability to lift and carry items for meetings, visiting working farms and ranches. A dependable vehicle is required.

### **Compensation:**

Starting salary range is \$45,000 to \$50,000 and includes vacation, sick leave, holidays, and health insurance stipend. Salary may increase at a later date dependent on meeting set financial goals.

### **To Apply**

Please provide a detailed cover letter that summarizes your interest, skills and qualifications, along with a resume and contact information for at least three references. **Email applications to [mbrown.mt@gmail.com](mailto:mbrown.mt@gmail.com), and use "AERO ED Position" in the *subject* line.**

Initial screening of applications will begin on **Friday, March 10, 2017**. The position will remain open until filled.