



Job Announcement Co-Executive Director

About AERO

In 1974, AERO formed with the intention of helping build a sustainable Montana. In the early decades this meant promoting and aiding the development of renewable, non-polluting energy through research, education and legislation, and helping launch Montana's sustainable agriculture movement through farm clubs, producer conventions, and organic certification. In recent years the mantle of AERO's groundbreaking work has been taken on and further developed by other talented organizations, and Montana can proudly claim a strong foundation in renewable energy and sustainable agriculture.

Now, AERO is focusing on our next step in building a sustainable Montana - developing robust community-based food systems across the state. The data is clear: long-term sustainability is a local, community enterprise. To be successful in providing quality food and ensuring responsible stewardship of a community's land and energy resources requires participation from all community members, just as in any thriving ecosystem. Surprisingly, in an era of ubiquitous digital connection, we are experiencing profound disconnection at the interpersonal level, losing the experience and knowledge of what it means to be neighbors. Bringing people together and empowering communities is what AERO excels at. It's how we built the renewable energy and sustainable agriculture platforms Montana enjoys today, and it's how we will help create the resilient Montana of the future.

All AERO programs & projects have three main components:

We believe - the key to a sustainable Montana in this millennium is robust, resilient, community-based food systems, which require engagement by all members of a community. Agricultural endeavors have some of the largest impacts on Montana economies, resources, landscapes, and energy use. **Therefore, every AERO program and project helps Montanans achieve robust, healthy, and energy efficient community-based food systems.** Forty five years of building trust and relationships with producers & communities have uniquely prepared us for this task.

We believe - that the best solutions are rooted in meaningful relationships. **Therefore, every AERO program and project achieves its goals through a mechanism of community building. We convene communities to facilitate changemaking.** Our gatherings provide space for Montanans to identify common values and challenges, and empower them to take action in their communities with the purpose of nurturing and promoting robust and resilient community-based food systems development across the state.

We believe - in the power of demonstration to influence and inspire people to take action. **Therefore, every AERO program and project showcases examples of successful improvements to Montana's community-based food systems and shares them widely so others may learn and be inspired to make their own changes.** One of the largest challenges to building resilient community food systems is getting buy-in from all participants: producers, consumers, processors, distributors, and recyclers. AERO expands community buy-in by documenting and sharing the processes by which change occurs. Through compelling storytelling and direct access to examples, we connect participants with resources, tools, and knowledge.

All AERO endeavors fulfill the following criteria:



1. **Demonstrates Equity**
2. **Improves Resilience**
3. **Adopts Appropriate Scale**
4. **Engages and Empowers Members (and potential members)**
5. **Develops or Fills AERO Niche**
6. **Exemplifies Sustainability**
7. **Builds Community**
8. **Conveys A Story**
9. **Operates Within Capacity**
10. **“Builds A Barn”**: brings people together, sparks conviviality, spreads hope, and creates something special; leaves a place improved and people feeling connected

Summary of the Position

The Co-Executive Director is responsible for stewarding the development and execution of AERO programs and projects in service of the mission. The Co-Executive Director takes primary responsibility for the outcomes and impacts of AERO work. This position is responsible for the management of all staff and volunteers. The Co-Executive Director takes the lead on all Human Resources needs of the organization and will work in tandem with the rest of the Executive Team to manage the operation, impact, and commitments of the organization.

The Co-Executive Director is a full time, exempt position with an average commitment of 40 hours per week. Occasional evening & weekend work is expected, primarily during our annual EXPO, and for events and meetings throughout the year where AERO presence is essential to the mission. Travel time for this position is up to 30% of total work schedule. The Co-Executive Director is an equal partner in the Executive Team (along with a second Co-Executive Director who is responsible for Development and Planning, and a Director of Marketing, Communications, & Public Relations). As such, this position is hired and evaluated by the Board of Directors and provides a monthly report to the Board of Directors. There is a six-month mandatory probation period, during which both employee and AERO will explore if the position is a good fit for the employee. Remote leadership skills are essential, and the position can be based in AERO’s Helena offices, or from a remote location within Montana, depending on the skills and needs of the employee.

RESPONSIBILITIES INCLUDE:

Program Development, Implementation, & Evaluation: (65%)

- Responsible for development, implementation, and evaluation of AERO’s programs and projects, ensuring they carry out the organization’s mission
- Evaluate current programming for effectiveness, identify knowledge gaps and challenges to robust program work, and create tools, enact policies, and establish procedures that address those gaps and challenges
- Responsible for managing all grant funded projects, and filing timely progress reports

- Review grants and determine best fit for program development; work with Co-Executive Director to place those grants in the larger context of the organizational fundraising plan
- Participate in the strategic planning process
- Participate in meetings, committees, and group work that enhances the AERO mission, programs, and projects, including the Board Fundraising Committee and Grants Subcommittee, as needed
- Serve as an AERO spokesperson to members, media, and the general public; work with Director of Marketing, Communications, & Public Relations to ensure delivery of consistent messaging (especially as it relates to AERO programs and projects)
- Share with the Co-Executive Director responsibility for representing AERO at conferences, meetings, and in the public sphere
- Maintain contact with members in their own communities to gauge what direction / action AERO programs and activities should take in that region; establish rapport with AERO members and community leaders around the state, bringing their concerns and ideas to the Executive Team for follow up engagement
- As a member of the Executive Team, maintain a working knowledge of issues relating to the AERO mission, programs, and projects; keep up to date on latest scientific research, national & regional trends, and shifting narratives regarding community empowerment, all aspects of strengthening local food systems, and meaningful engagement strategies

Staff Management: (20%)

- Lead the Executive Team in the hiring and retention of competent, qualified staff; develops and utilizes standard tools to recruit, hire, and evaluate staff and volunteers
- Meet regularly with staff and provide the leadership and direction needed to ensure they have what they need to perform their duties successfully and represent AERO effectively
- Plan and support staff professional development and team building; prioritize professional development goals for the staff team
- Timely review, approval, and submission of timesheets to accountant
- Establish and follow employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit; including regular review and updating of the personnel manual
- Evaluate current personnel and staff team processes for effectiveness; identify knowledge gaps and challenges to team identity, office efficiency, and a positive work culture; create tools, enact policies, and establish procedures that address those gaps and challenges
- Oversee all HR concerns for AERO, including health benefits packages, payroll concerns, grievance reports, and IRS forms
- Ensure AERO has appropriate insurance coverage for all venues, BOD coverage, and special events
- Through supervision of the Grant Writer, oversee grant opportunity tracking, writing, and reporting
- Hire staff, solicit volunteers, and evaluate work performance to build strong and effective program and project teams

General Operations & Administration: (15%)

- Meet regularly with Executive Team to coordinate the day to day operations of the organization
- Oversee office operations and administrative systems, and ensure they are efficient and up to date
- With Executive Director and Board Treasurer, act as signer for all AERO financial accounts; sign checks and review / approve contracts
- Maintain accurate daily personal timesheet; submit timesheet to accountant every two weeks

REQUIRED SKILLS & QUALIFICATIONS

- A bachelor's degree in environmental science, nonprofit management, or related field
- Four or more years senior nonprofit management experience demonstrating leadership skill & expertise
- Experience in organizational strategic planning & program development
- Demonstrated leadership skills including task oversight & facilitation, staff collaboration, & volunteer motivation
- Established background in recruiting, training, managing, and evaluating staff and volunteers
- Strong written and oral communication skills with public speaking experience
- Ability to communicate & collaborate effectively across a wide spectrum of audiences & demographics
- Ability to effectively prioritize personal & staff capacity to meet changing needs
- Proficiency in general office tools such as word processing, electronic communications, & database management
- Demonstrated knowledge of & commitment to community-based food systems & sustainable agriculture
- Personal qualities of integrity, credibility, & a commitment to AERO's mission
- Commitment & connection to the Montana region, including MT residency
- Willingness & ability to travel

DESIRED EXPERIENCE

- Advanced degree preferred
- Proven fundraising and grant-writing success
- Knowledge of conflict resolution and group dynamics
- Training and competence in formal consensus process
- Comfortable in public arena
- Experience in fiscal management, including budget preparation, analysis, decision-making, & reporting
- Experience working cooperatively with a governing Board of Directors
- Ability to assertively communicate AERO's mission & confidently collaborate in its development
- Management style is team oriented, empowering staff by soliciting their input & minimizing micromanagement
- Commitment to creating a culture of connection through grassroots action & community based leadership

SALARY & BENEFITS

\$50,000 starting salary, with 70% covered health benefits package for the employee, including vision and dental insurance. Generous paid holiday, vacation, and sick time accrual schedule. Flex-time negotiable. Paid quarterly team volunteer day, progressive discrimination protections.

SUBMISSION INSTRUCTIONS

Please send resume, names and contact information for at least three professional references, and cover letter by May 10th, 2019 to Martha Brown:

apply@aeromt.org

In your cover letter, please be sure to highlight your remote leadership experience, as well as your skills developing programs and managing staff.