



JOB DESCRIPTION

JOB TITLE: Executive Director

Location: Missoula, MT

Position Type: Full-time, Salaried, Exempt (not eligible for overtime pay)

JOB SUMMARY: The Executive Director is the key management leader of the Clark Fork Coalition (CFC) and provides strategic visioning and operational management to advance its mission. This position reports to the Board of Directors and oversees all aspects of the organization, including planning and administration, program development and implementation, staff supervision, financial management and fundraising, and outreach and communications. As the leader of a strong, high-impact team, the Executive Director catalyzes the work of CFC to protect and restore the Clark Fork watershed and inspire a culture of care for the river.

ESSENTIAL FUNCTIONS

Leadership, Planning & Administration:

- Support the Board of Directors in its governance role, fostering its ongoing development and keeping it regularly informed about internal and external conditions to ensure effective mission delivery.
- Lead strategic visioning and annual planning processes that advance CFC's mission and capture opportunities for growth, innovation, and impact.
- Provide leadership in implementing key initiatives, evolving strategies, and measuring outcomes.
- Lead, develop, coach, and retain a high-performance team of program directors.
- Foster a healthy, inclusive, and creative work environment and collaborative culture.
- Develop, maintain, and periodically assess operating structures and systems and adapt as needed to maintain programmatic excellence and live into organizational values.
- Effectively manage expert consultants and contractors as needed to carry out and ensure the highest quality of CFC's programs and practices.
- Ensure CFC tracks and incorporates trends, policies, and technologies in the nonprofit arena and is an active participant shaping state and regional policies in the river conservation field.

Program Oversight:

- Provide guidance and support to program directors to ensure successful implementation and evolution of projects and campaigns.
- Promote collaboration across the organization and with partners and stakeholders to maximize the impact of CFC's programs.
- Foster innovation and identify opportunities for new initiatives to address emerging challenges in protecting and restoring the watershed.

Financial Management & Fundraising:

- Oversee the administration of CFC's finances, investments, and related operational systems, including development, implementation, and monitoring of annual budgets.
- Ensure fiscally sound financial management and best practices related to internal controls, accounting, and reporting and participate in annual external audit.
- Supervise development of annual fundraising strategies and financial tracking to assure that donor gifts, member contributions, business sponsorships, grants, and special campaigns cumulatively meet or exceed goals.
- Cultivate and maintain positive relationships with financial supporters and expand the circle of care for the river.

Outreach & Communication:

- Represent CFC in the media, at public events, and on various platforms.
- Participate in community, state, and regional collaborations that enhance and advance the work of CFC.
- Oversee implementation of energetic community outreach strategies that engage diverse stakeholders, maintain compelling communications with CFC members, supporters, and volunteers, and ensure positive media relations.
- Implement strategies, processes, and practices that create a constituent-centered culture at CFC.