



## JOB DESCRIPTION FOR THE EXECUTIVE DIRECTOR

### About MWCC

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The Montana Watershed Coordination Council (MWCC) is a dynamic network advancing the [Watershed Approach](#) to conservation across Montana. The *Watershed Approach* is a distinct strategy – one rooted in the unique values of Montana’s individual watershed communities, as well as efforts to work collaboratively among diverse stakeholders within those communities. [MWCC’s Story](#) began in the early 1990s with an effort “to create a more efficient system of cooperation and coordination among natural resource governmental agencies and organizations in Montana” because “sustaining our watersheds and ecosystems will provide lasting benefits only if constructed through a collaborative, cooperative process, which depends upon the active involvement, insight and support of local residents.”

For over 25 years, MWCC has met its mission of “uniting and supporting Montana’s watershed communities to promote healthy and productive landscapes” through collaboration and capacity building throughout Montana, empowering thousands of resource caretakers to ensure clean, plentiful water and healthy landscapes for all Montanans.

### The Opportunity

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The Executive Director of MWCC will work with our experienced and passionate [Board of Directors](#) to continue to implement the [2017-2020 Strategic Plan](#) as well as refine our strategy for the coming years. This position is located in Helena, Montana.

MWCC staff and board are guided by the shared values of accepting independence and interdependence, nurturing trust and safety, respecting autonomy, cultivating skillful practice, demanding transparency, encouraging consensus, remaining inclusive, and honoring humor. We believe that relationships drive conservation outcomes and that the future of successful natural resource management is at the community level. MWCC works to scale up local successes and deliver the resources needed to do more of what works.

The Executive Director is responsible for carrying out the day-to-day management of MWCC. This includes program development and administration, communications, leadership, supervision, budget & financial oversight, and development.

The Executive Director is the Chief Executive Officer of MWCC and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director also directs and supervises the work of MWCC employees, interns, assistants, bookkeepers, contractors, and volunteers that may be employed, contracted or otherwise working for MWCC. The Executive Director reports directly to the MWCC Board Chair.

### Required Qualifications

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- Energy, conviction, joy, humor, and courage;
- Proven history of collaborative leadership and ability to build effective partnerships with diverse stakeholders;
- Experience in program and funding development;
- Experience with budget preparation and oversight;



- Experience working effectively with a Board of Directors;
- Experience managing staff and contractors;
- Bachelor's degree;
- Ability to communicate clearly through written and oral, formal and informal, electronic and traditional means.

### **Desired Skills and Experience**

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- Understanding of MWCC programs, goals, and network culture;
- Experience planning, organizing and facilitating events;
- Working knowledge of the State of Montana, including conservation activities, policy environment, and agricultural and other landowner communities;
- Marketing and outreach skills;
- Demonstrated experience in prioritizing multiple tasks based on organizational needs;
- A track record in fundraising and development, cultivating major donors, ensuring foundation, government and business philanthropic support; and
- Experience in natural resource-related and/or other environmental fields.

### **Benefits and Compensation**

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MWCC's workplace culture values the individual by promoting work-life balance and the pursuit of individual strengths as well as personal growth. The MWCC Employee Policy includes a flexible work schedule, retirement contribution, and generous health and vacation leave benefits, including six Watershed Days annually. Watershed Days are an opportunity for staff to spend some workdays hunting, fishing, wildlife-watching and connecting with Montana's watersheds and places that we work to protect. As a small organization, the needs of our staff determine the health benefits available. The Board Chair will work with our chosen candidate to devise a health benefits plan that will meet the needs of our chosen candidate within budget restrictions. MWCC anticipates offering an annual salary between \$45,000 and \$60,000 annually.

### **Apply**

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Application review will begin on September 20, 2019. Position is open until filled. Please submit application/proposal via email in PDF format to Peggy M. Owens, CFRE at [peggymowens@gmail.com](mailto:peggymowens@gmail.com). Use the subject line "MWCC ED". Please include

1. Cover letter no more than two pages describing your interest in the role and capabilities.
2. Resume(s) or skills summary that demonstrate(s) how you meet the qualifications for the role and describe experience and key accomplishments.
3. Three professional references with contact information (name, phone, and e-mail) and brief description of relationship (former boss, colleague, former client, former teacher, etc.).