



Executive Director Position Description

The Missoula Urban Demonstration Project (MUD) is a non-profit organization in Missoula, Montana that has existed for over 35 years to promote urban sustainability through hands-on learning, resource sharing, and community engagement. MUD programs include a member-based tool library, educational community events, skill-based workshops, and on-site sustainable living demonstrations.

Job Summary: The Executive Director is responsible for implementing MUD's strategic plan to promote urban sustainability throughout the community. The ED is responsible for the management of day-to-day operations of MUD including the tool library, public events, and financial oversight. The ED also serves as the public face of the organization to MUD members, partners, and donors. The ED works regularly with the full MUD Board of Directors to determine organizational priorities throughout the year.

Job Responsibilities:

- Fundraising including major donor development, donor appeals, business sponsorship, grant writing, and reporting
- Oversight of MUD's programs and events such as workshops, Earth Day expo, and the annual member party
- Supervision of tool librarians and an AmeriCorps VISTA member
- Representing MUD on site and at community events
- Fostering relationships with other nonprofits, local businesses, and other organizations
- Recruitment and management of MUD membership with a focus on low-to-moderate income members
- Management of day-to-day operations of the tool library and demonstration site
- Oversight of social media and marketing tools
- Recruitment, management and supervision of interns and volunteers

Job Requirements:

- Fundraising experience including grant writing and donor management required
- Enthusiasm for MUD's mission and programs (see www.mudproject.org)
- Self-motivated, outgoing, and able to work with minimal supervision
- Strong written and verbal communication skills both internally and publicly
- Ability to work in a team both as a leader and taking directions
- Competency with decision making, planning, and organizing
- Strong computer skills including database management
- Flexibility to work some nights and weekends
- Valid driver's license (ability to drive manual transmission preferred)



- Ability to lift 30-50 pounds
- Must complete background check for working with school-aged children
- Experience working with a membership organization and helping recruit and manage members preferred
- Undergraduate degree

Job Priorities:

- Fundraising: approx. 55% of job duties
 - Grants and reporting
 - Donor development
 - Business sponsorship through the MUD Sustainability Circle
 - Fundraising campaigns in the Missoula community
- Staffing and administrative tasks: approx. 15% of job duties
 - Supervise tool librarians & AmeriCorps VISTA
 - Administrative duties (payroll, bookkeeping, etc.)
- Programming: approx. 15% of job duties
 - Events such as Earth Day and the Garden Party
 - Workshops and other activities such as pint nights and tabling at community events
- Organization Communication & Marketing: approx. 10% of job duties
 - Networking with other organizations and businesses
 - Media and other marketing of MUD services and programs
- Board/Committee meetings & communication: approx. 5% of job duties
 - Attend monthly board meeting and committee meetings as needed
 - Communicate volunteer needs and duties to board members

Job Benefits:

- Salary: \$35,000 - \$45,000 a year depending on experience.
- Twelve (12) days paid time off (vacation and sick leave)
- Nine (9) paid holidays

To Apply:

Send a cover letter, resume, and contact information for 3 references to admin@mudproject.org. Position open until filled.