



## **Executive Director Position Description**

**Overview:** The Missoula Urban Demonstration Project (MUD) is a non-profit organization in Missoula, Montana that has existed for 40+ years to “empower people to build a more sustainable community through tool sharing and hands-on learning.” The Executive Director is responsible for the organization's routine operations and the assurance of its sustainable long-term growth.

Since 1981, MUD has helped Missoulians build skills and passion for sustainable living. The organization has grown from a small group of enthusiastic individuals to a robust membership organization (over 600 members). MUD is entering a new phase of growth, and is poised to significantly expand its impact to meet identified member and community needs, including a need for covered workspace. We seek a leader who possesses a strategic and visionary mindset, and who can effectively guide MUD into its next phase of growth.

### **Classification:**

Non-exempt, salary

### **Time Requirement:**

- 40 hours per week in a hybrid-remote environment
  - Up to 20 hours per week remote from personal home during regular business hours
  - A minimum of 20 hours per week required on site and/or in the community with at least 4 hours on-site during open Tool Library hours
- Ability to be flexible during peak seasons; nights and weekends may be required

### **Duties and Responsibilities:**

- Develops and implements strategic goals with a growth mindset to support the organization’s sustainable growth and increase the impact MUD has on the greater Missoula community. Partners with the Board of Directors to develop the strategic planning process.
- Provides to the board annual goals and objectives that serve as a road map to the program, financial, fundraising, personnel, and governance direction, and create and implement the organizational work plan. This document is informed by the strategic plan.
- Develops and executes a fundraising plan, including business sponsorships, grant writing

and reporting, major donor development, and donor appeals. Meets or exceeds annual fundraising goals. Works with the Board of Directors to set annual board fundraising goals.

- Identifies, develops, and cultivates relationships with donors, grantors, community partners, and potential sponsors. Leads stewardship of donors including recognition of all donors (including grantors) in a timely manner and manages MUD's donor database.
- Directs the efforts of MUD Staff, coordinates between staff and Board of Directors so that annual goals and special projects are achieved by the assigned deadlines.
- Develops a robust membership recruitment and retention plan. Works with staff to ensure annual membership goals are met and/or exceeded.
- Supervises the following staff positions Tool Library Manager, Workshop Coordinator, and Outreach Coordinator.
  - Oversees the Outreach Coordinator's efforts with annual fundraising appeals, annual membership campaign, and other necessary marketing campaigns. Ensures annual marketing goals are met.
  - Oversees the annual planning of the MUD workshop calendar and ensures Workshop Coordinator and Outreach Coordinator work together to effectively advertise all workshop events. Ensures annual workshop goals are met.
- Recruits, hires, and coordinates training of all employees.
- Manages and approves payroll, maintains bookkeeping records, and updates budget forecasts with the assistance of the Board Treasurer.
- Partners with the Board of Directors to create an annual operating budget. Manages and meets the overall budget, making changes as necessary. Creates and manages project/event budgets.
- Communicates effectively with the Board of Directors, providing relevant information in a timely and accurate manner. Reports on operational progress and challenges at board meetings.
- Develops and maintains an organizational culture that supports diversity, equity, inclusion, and belonging.

#### **Job Requirements:**

- Enthusiasm for MUD's mission and programs (see [www.mudproject.org](http://www.mudproject.org))
- Demonstrated success in strategic plan development and implementation.
- Proven ability to initiate and foster productive relationships with a wide range of community stakeholders.
- 3 to 5 years of fundraising experience including fostering relationships with local businesses, major gift development, donor stewardship and management, and grant writing.

- Demonstrated ability to manage multiple projects in various stages of development, each with a unique timeline.
- Self-motivated and able to work proactively to achieve strategic and fundraising goals
- Strong interpersonal skills. Demonstrated ability in relationship building and collaboration. The ideal person for this job is a team player, personable, professional and upbeat.
- Ability to maintain clear communication with staff and with the Board of Directors. Proven written and oral presentation skills.
- Comfortable with both leading people & taking directions
- Competency with decision making, planning, and organizing
- Experience managing and growing nonprofit organizational budgets of \$200,000+
- Proficiency in: Google Suite (Gmail, Google Docs, etc.), Doodle Poll, Dropbox, Excel, PowerPoint, QuickBooks
- Ability to lift 30-50 pounds

#### **Preferred Skills/Experience:**

- 5+ years fundraising with experience cultivating major donors and developing business and community partnerships
- Experience working with a membership organization and helping recruit and manage members
- Proven success applying for and managing multi-year grants
- Flexibility to work nights and weekends
- Event planning experience
- Wordpress website experience
- Undergraduate degree in Nonprofit Administration, Environmental Studies, Education, or Communications

#### **Job Oversight:**

This position reports monthly to the MUD Board President, and works regularly with the full MUD Board of Directors; general priorities for the position are as follows:

- **Fundraising:**
  - This position is responsible for leading fundraising efforts in the following ways:
    - Donor development
    - Business sponsorships
    - Major donors

- Appeals (to members, Missoula community)
  - Grants
- Grows and maintains donor and community relationships. Manages timely donor recognition.
- Conducts capital campaigns as needed.
- **Staffing and administrative tasks:**
  - Manages Tool Library Manager, Outreach Coordinator, and Workshop Coordinator
  - Administrative (payroll, bookkeeping, etc.)
  - Manages and meets overall budget and project/event budgets
  - Proactively manages a competitive staff wage and benefits plan
- **Programming:**
  - Annual special events (including Earth Day and Garden Party)
  - Other events and activities (Pint nights, First Fridays, tours of MUD to businesses/donors, local networking events, etc.)
- **Membership**
  - Proactively manages the member lifecycle through annual membership drive, member retention efforts, and lapsed member outreach
- **Organization Communication & Marketing:**
  - Ensures the Outreach Coordinator increases community awareness of MUD through consistent marketing and outreach
  - Works with Outreach Coordinator to create and execute annual marketing plan and/or benchmarks
- **Board/Committee Meetings & Communication:**
  - Monthly check-ins with Board President
  - Attend board and committee meetings as scheduled
  - Complete monthly board reports and quarterly dashboard for Board of Directors
  - Other MUD tasks at ED discretion and in coordination with Board President and Board of Directors committee chairs

**Job Benefits:**

- Salary range of \$55,100 – \$65,100 annually DOE
- Flexible schedule with hybrid work environment
- Health insurance reimbursement
- Personal use of MUD tool library
- Paid Time Off policy
- Paid holidays
- Eligible for paid 1-month sabbatical after 5 years of continuous work
- Professional development stipend

MUD assures equal opportunities for employees and applicants regardless of race, color, religion, sex, national origin, marital status, gender, physical or mental handicap, age, veteran status, or sexual preference.

To Apply: Send a letter of interest and a resume to: [MUDEDSearch@gmail.com](mailto:MUDEDSearch@gmail.com). Applicants received by January 22, 2024 will be given full consideration. Applications will be accepted until the position is filled.