



PART-TIME EXECUTIVE DIRECTOR JOB DESCRIPTION

We are a new organization funded entirely by the generous donations of our community. The Executive Director position is a part-time position. Pay is \$2,000 - \$3,000 per month and is commensurate with experience.

Flathead Families for Responsible Growth (FFRG) is a 501 (c) (3) formed to promote responsible development and growth in the greater Flathead Valley. The Executive Director is selected by and responsible to the Board of Directors. He or she is subject to the FFRG charter, bylaws, policies, strategic directions and decisions of the Board.

The Executive Director is responsible for the organization and management of all activities of the organization, including:

1. Administer an office and manage systems along with any service providers/contractors through which the functions are achieved.
2. Supervise and maintain all financial records — account for donations, manage payables, monitor/balance bank accounts and ensure the organization is filing the necessary tax/regulatory reports.
3. Work with the Board to develop and support a business plan and strategy, to include setting goals and objectives and monitoring progress.
4. Serve as the primary liaison between FFRG, the community and city leadership. Help to create community awareness and acceptance of the organizations goals and objectives.
5. Oversee general and social media activities under the direction of the Board, with a goal of consistent messaging.
6. Support the Board in its fundraising efforts.
7. Provide guidance and recommendations to the Board with respect to policies, procedures and activities of the organization.
8. Attend community events as the FFRG representative.

Qualifications:

1. Ability to communicate and work effectively.
2. Demonstrated skills in organizational and administrative areas.
3. Familiarity with the concept and purposes of similar organizations and their constituencies.
4. Familiarity with city planning, housing and growth issues.
5. Local knowledge and a resident of Flathead Valley.

How to Apply:

Please send your cover letter and resume to ffrgmt@gmail.com