



**JOB DESCRIPTION:**

**EXECUTIVE DIRECTOR, EAGLE MOUNT BOZEMAN**

REPORTS TO: EAGLE MOUNT BOZEMAN BOARD OF DIRECTORS

**Summary:** The Executive Director is responsible to the Board of Directors of Eagle Mount on matters of programs, general policy, goals, goal achievement, rules, regulations, objectives and finance. When needed, reports to the Board Chair in matters of policy interpretation and on items likely to be of concern to the Board of Directors with respect to operations and/or external issues that may impact the organization. Other responsibilities include overall fiscal management including fund raising, staff development and supervision, and public relations.

**Key Areas of Responsibility:**

1. Provides visionary leadership for the organization by articulating and advocating Eagle Mount's vision, mission and values. Collaborates with the Board of Directors in the development and evolution of the vision, mission and values. Influences the Eagle Mount community and field of recreational therapy by fostering continual innovation.
2. Responsible for fiscal and general management of Eagle Mount operations, e.g., programs, administration, fund raising activities, public relations, research, planning, facility management, etc., within the framework of the by-laws of the organization.
3. The Executive Director shall work under the direction of the Board Chair in carrying out board-approved policies and directives.
4. Acts in accordance with Eagle Mount's values and seeks diligently to fulfill its mission and vision; is a role model to others in these efforts.
5. Shall advise the Board Chair, and the Board Chair shall advise the Executive Director of all and any concerns affecting or likely to affect the effective and continued operation of the programs or other activities.
6. Builds support for the organization and people with disabilities, and cultivates organizational growth (financial and scope/depth of services) through building relationships amongst a broad spectrum of donors, participant families, community members, news media and the general public to achieve Eagle Mount's mission, vision and strategic goals.
7. In accordance with the needs of the community, works to improve the quality and quantity of services offered.
8. Approves public announcements, news releases and arrangements for news coverage relating to Eagle Mount.
9. Presents written and oral reports to the Board at each Board meeting and as needed or directed provides written updates to the Eagle Mount community.

10. Responds to and implements all directives from Board of Directors of Eagle Mount and abides by the general by-laws.
11. Recruits, hires, develops, fires, supervises and annually evaluates staff members; builds an effective team; ensures team member goals and activities are focused on implementing annual and long-term strategies; fosters a healthy workplace culture.
12. Delegates authority and shares major responsibilities with designated staff and committees to produce an outstanding program.
13. Refers to legal counsel as necessary all matters affecting or likely to affect Eagle Mount. Advises the Board of Directors of same.
14. Seeks board approval when necessary to hire consultants for such purposes as staff development, strategic planning, etc.
15. Suggests agenda items for board consideration and discussion at board meetings.
16. Prepares the annual budget in collaboration with staff and the Finance Committee. Is responsible for financial decision-making, monitoring spending, and making sure the budget is adhered to.
17. Provides leadership to collaboratively develop annual and long-term/visionary plans and deploys staff, community members and outside resources to competently implement the plans and all adopted strategies.
18. Ensures proper internal/external lines of communication exist between Board of Directors, staff, donor community, partner community, general community, and Eagle Mount.
19. Responsible for all reports required by laws governing a non-profit corporation and its operation.
20. Ensures that program activities meet or exceed industry standards.
21. Attends all meeting of Board of Directors and serves as a non-voting member of the Board of Directors and all committees.
22. The Executive Director will be evaluated annually by the Executive Committee of the Board of Directors. Informal, verbal evaluation will be on-going.
23. Responsible for all other duties as may be directed by the Board of Directors.

## **REQUIRED QUALIFICATIONS**

- Ten years of relevant experience, including staff management and development
- Five years of experience in senior management of an organization
- Passion and/or experience with developmental disabilities
- Demonstrated competence in the area of diversity and inclusion
- Strong background and successful track record in fundraising/development
- Exceptional communication skills and strong skills in public speaking and public relations
- High integrity
- Demonstrated personal effectiveness (e.g. organization and time management skills, emotional intelligence, judgement) and interpersonal effectiveness (e.g. works well with people across all organizational levels, builds trust, listens, collaborates, adjusts approach as needed, appropriately assertive, etc.)
- Track record of demonstrating customer service, strong financial management, and effective organizational and people leadership
- Bachelor's degree

## **DESIRED QUALIFICATIONS**

- Fifteen years relevant experience, including staff management
- Ten years in senior management
- Experience with intellectual disabilities
- Strategic planning and infrastructure development to support service delivery
- Proven negotiation skills
- Experience in serving on or working with non-profit organizations
- Master's degree or higher