

## **BEFRIENDERS' EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **OVERVIEW**

The Executive Director of Befrienders is selected by, and is responsible to, the Board of Directors for overall management of the organization, assets, programs, fund development, personnel and contractual relationships in accord with its organizational mission, goals, and operational policies. Visit <http://www.befriendersbozeman.org/> for details on our work with seniors.

### **FUNDRAISING**

#### **Planning and Implementation**

- Develops and leads the implementation of a diversified Annual Fundraising Plan that includes annual mailings, e-letters, our Decade Dance, major gift development, grants, and corporate sponsorships.
- Works with the Board to identify prospective donors and corporate sponsors.
- Makes initial donor contacts, cultivates interest, and solicits donations.
- Manages Little Green Light and donor/stakeholder acknowledgements.

#### **Grants and Foundations**

- Researches and networks to identify prospective funders.  
Makes initial inquiries, cultivates interest and develops relationships.  
Prepares and submits funding request.
- Maintains grant records and reporting.

### **PLANNING AND PROGRAM**

- Assists Board of Directors in developing Strategic Plans  
Develops operational plans for achieving annual strategic objectives.
- Works with work-study students to manage and match volunteers and seniors.
- Assures that all programming records are maintained and secured.
- Directs development of appropriate communication tools to provide Volunteers with information about resources and policy issues affecting the participants.
- Develops coalitions with other relevant associations and stakeholders.

### **ORGANIZATIONAL VISIBILITY/COMMUNICATIONS**

- Develops and implements all elements of Befrienders' external and internal communications including quarterly newsletters, monthly Volunteer bulletins, Annual Report, social media and website updates.
- Seeks opportunities to secure public visibility for the organization, through media outlets and speaking engagements.

### **BOARD OF DIRECTORS**

#### **Board Communications and Involvement**

- Periodically updates the Board regarding program activities, fundraising progress, and other priority areas of organizational life for which the Board requests updates between Board meetings.
- Maintains records of communications with the Board of Directors.
- Works with Board President to engage Board members in fundraising per the Fundraising Plan and individual talents and skills.
- Mentors the Board in implementing governance best practices.

#### **Board Meetings**

- Works with the President to develop agendas for Board meetings.
- Prepares and disseminates briefing materials related to the meeting agenda.

## **Board Recruitment**

Works with the Governance Board Committee to identify priorities for recruitment, identifies potential candidates, and assists with actual outreach and recruitment of new Board members.

## **FINANCIAL MANAGEMENT Budget Development and Oversight**

- Works with the Finance Committee to prepare annual budgets for overall operations.  
Ensures financial reports are available to the Board with comparisons to budgets submitted to the Board of Directors.
- Implements the Board approved organizational budget and project budgets with available funds, while maintaining the fiscal integrity of the organization's finances.
- Develops and follows fiscal policies as approved by the Board.

## **PERSONNEL and ADMINISTRATION**

- Leads the development of personnel policies.
- Hires and manages staff.
- Provides leadership and support to all staff and contracted individuals.
- Participates in continuing education and professional development opportunities.
- Develops annual plan for staff evaluation.
- Secures and maintains office headquarters, furniture, equipment, and contracts as needed.
- Develops positive working relationships with important vendors.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Bachelor's Degree and a minimum of four years' professional work experience in business, nonprofit management, fundraising, or other related fields.
- Data-base management knowledge and experience.
- Ability to work with QuickBooks accounting system.
- Ability to work flexible schedule including some evenings and weekends, approximately 10% of the time.
- Valid Montana driver's license, reliable transportation and appropriate insurance.
- Possess excellent communication skills, both orally and in writing.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

**Employment Disclaimer:** *This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability. This organization is an Equal Opportunity Employer.*

**Salary:** Depending on Experience

**Send a Cover Letter and Resume to:**

info@befriendersbozeman.org

Closing dates for application: November 4, 2019.