



Job Description

Position: Executive Director

Reports to: Bear-Paw Regional Greenways (Bear-Paw) Board of Directors

Status: Full-time Non-Exempt

Salary Range: \$60,000 – 75,000, plus benefits

Position Summary:

The Executive Director provides vision, leadership, and guidance for the organization. Responsibilities include overall management of Bear-Paw, collaboration with the Board of Directors to set and achieve goals and objectives, staff supervision, membership outreach & development, and fundraising to meet the financial needs and conservation goals of the organization.

In this role you will be responsible for:

- **Strategic Planning:** Work with the Board of Directors to implement a strategic plan.
- **Land Protection & Stewardship:** Work with the Board, staff, and the Land Protection & Stewardship Committee to oversee land protection projects and guide the committee in presenting opportunities to the Board. Oversee stewardship of Bear-Paw land and easements.
- **Organizational Development:** Recruit, develop and mentor staff to achieve program goals and objectives; assist committee chairs in organizing meetings, setting priorities, and implementing activities outlined in the Strategic Plan; assist the Board with recruitment and training of new board members and volunteers.
- **Partnership Engagement:** Build collaborative partnerships with municipalities, state agencies, area universities, businesses, individuals, and other nonprofits to expand and deepen support for conservation and Bear-Paw's mission and vision.
- **Development & Fundraising:** In conjunction with the Development Committee, manage appeals and major campaigns, cultivate donor relationships, and support the planning of membership events.
- **Outreach:** Work with the Outreach Committee and staff to create and deliver Bear-Paw messaging to the public, including use of social media; writing press releases and articles; developing talking points for the Board and staff; and overseeing content and marketing of outreach materials and events.
- **Financial Management:** Develop and monitor annual operating and project budgets.



- **Administration:** General administration of Bear-Paw's business and day-to-day activities, including interfacing with accountants, auditors, lawyers, and other supportive contractors and organizations.
- Other related duties as required in working to further Bear-Paw's mission and vision.

Desired Skills and Competencies

- Bachelor's degree, or equivalent experience in land conservation and stewardship, nonprofit management, or related fields.
- Excellent oral and written communication skills.
- Supervisory / leadership experience.
- Financial management skills.
- Genuine commitment to principles of diversity, equity, and inclusion.
- Competent with commonly used office productivity software; including Microsoft Office, Gmail and Zoom.
- Progressive experience with nonprofit management.
- Experience with donor cultivation and stewardship.
- Grant writing and reporting experience.
- Public relations and marketing experience.
- Proficiency with QuickBooks
- Familiarity with donor management software platforms

Physical Requirements & Working Conditions:

- Normal office work
- Driving (day/night)
- Evening and occasional weekend meetings
- Walking, climbing stairs, and bending
- Ability to travel throughout the Bear-Paw region

EQUAL OPPORTUNITY EMPLOYER

Bear-Paw Regional Greenways is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender expression or identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals with disabilities upon request. No applicant will be penalized as a result of such a request. To request assistance or accommodation, please contact us at admin@bear-paw.org.