



BOB MARSHALL WILDERNESS FOUNDATION
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JOB ANNOUNCEMENT

Bob Marshall Wilderness Foundation Executive Director

DESCRIPTION

The Bob Marshall Wilderness Foundation Executive Director is a full time salaried position with a 40 hour work week. Some travel and weekend availability is required; use of your personal vehicle will be necessary with mileage reimbursement at the standard government rate. This position is based at the Bob Marshall Wilderness Foundation office located in Hungry Horse, MT at the USFS Hungry Horse Ranger Station. This position reports to the president of the Board of Directors.

The starting date for this position will be October 1 with date negotiable depending upon experience. The salary is \$28,000 – 33,000, depending on experience, with benefits including vacation, sick leave and paid holidays. Other benefits include health insurance and retirement package.

To be considered for this position, please submit your resume, three references, responses to supplemental questions and a brief letter that addresses how your knowledge, skills, and experience will support the Bob Marshall Wilderness Foundation's mission, vision, goals and objectives to: exec@bmwf.org or mail to Bob Marshall Wilderness Foundation, P.O. Box 190688, Hungry Horse, MT 59919, attn: Paul Travis. Application packets must be in our office by August 13th to be considered for the job.

BOB MARSHALL WILDERNESS FOUNDATION MISSION STATEMENT

The Bob Marshall Wilderness Foundation (BMWF) assists in maintaining and restoring the trail system of the Bob Marshall Wilderness Complex with National Groups, Youth Groups, and individual volunteers. We foster wilderness stewardship skills and education through volunteer opportunities in Montana's premier wilderness area and surrounding wild lands.

ORGANIZATION DESCRIPTION

The Bob Marshall Wilderness Complex (BMWC), located in northwest Montana, includes 1.5 million acres of designated wilderness consisting of the Great Bear, Bob Marshall, and Scapegoat Wilderness Areas. The wilderness complex is considered the crown jewel of the wilderness preservation system and is well known for its incredible scenery, wildlife, and recreational opportunities. As recreational funding allocated to the Forest Service continues to decline, the regular maintenance of trails and management of recreational use has greatly decreased in the BMWC.

The Bob Marshall Wilderness Foundation (BMWF) believes that the most effective way to alleviate the negative impact of recreational use is to preserve this wilderness trail system and heighten awareness about wilderness stewardship. The BMWF works towards these goals by promoting volunteerism and educating people about the values of wilderness and the actions necessary to preserve and care for the land.

Working in cooperation with the Forest Service, the Bob Marshall Wilderness Foundation coordinates 50 volunteer projects on an annual basis with local and national volunteer groups, youth-at-risk organizations, local schools, bible camps, community organizations, and individuals. Over 400 volunteers participate on our projects each year. Current volunteer opportunities are primarily ongoing trail maintenance projects that require work by volunteers to bring them up to standard and continued work to maintain them. Additional project work also includes campsite restoration projects, seed collection, and noxious weed mapping and treatment projects.

Other than the project work, one of the primary objectives of the Bob Marshall Wilderness Foundation is to provide an opportunity for volunteers to interact with their landscape via outdoor and wilderness education while participating on trail maintenance and restoration projects. This is especially true of our many youth and youth-at-risk organization volunteer projects, as it is our hope that with added outdoor education, this will build a wilderness ethic and will encourage volunteers to be more invested with protection and care of their public lands.

Applicants are highly encouraged to visit the Bob Marshall Wilderness website at www.bmwf.org for more information.

QUALIFICATIONS

Qualifications may be met by any combination of education and experience that provide the knowledge, skills and abilities listed in the job description. Typically, the Executive Director will have graduated from an accredited college with a major in wilderness management, recreation, natural resource management, outdoor education or closely-related field and have at least two years experience in a supervisory and administrative capacity.

The ideal Executive Director candidate will possess the following:

- Knowledge and experience with programs related to Bob Marshall Wilderness Foundation's mission, vision, goals and objectives.
- Experience with a government agency, outdoor program, or non-profit organization.
- Fundraising experience, grant writing and finance management skills.
- Proficient computer skills including Word, Excel, Quickbooks, website and database applications.

Additional experience that would be desirable for this position:

- Experience in volunteer and outdoor program management.
- Knowledge of trail maintenance and construction.
- Knowledge of the Bob Marshall Wilderness Complex, its trail system and management.
- Wilderness living skills including Leave No Trace, map and compass, extended trips in the backcountry, etc.

JOB DUTIES include, but are not limited to, the following:

Grants and Agreements:

- Research, write and submit grants as appropriate to secure funding for volunteer program and administrative costs.
- Manage relationships with grantors including submittal of any progress reports, reimbursement requests and final reports.

- Work with the Forest Service to update and approval annual operating agreements to complete required documentation for the Recreational Trails Program.

Employee Management:

- Supervise the Program Director including initial training in USFS volunteer project procedure and management, assigned responsibilities and time management.
- Oversee the hiring of the seasonal crew leaders in cooperation with the program director.
- In the program director's absence, become the point of contact for crew leaders.
- Keep files updated on all employees including timesheets, pay stubs and other employee information.

Project Management:

- Create volunteer project lists for the upcoming season and grant applications in cooperation with the program director.
- Participate in the annual meetings with Forest Service managers to evaluate completed projects and plan for the upcoming season's projects and attend BMWC managers meetings in the fall and spring.
- In cooperation with the program director, contact any potential new volunteer groups for recruitment for volunteer projects.
- Develop protocol for volunteer contact and information exchange.
- Stay informed during the field season on volunteer project details and become the primary contact for the USFS and volunteers in the absence of the program director.
- Participate on volunteer projects when possible.
- Work with Forest Service representatives in planning and initiation of special projects including the Artist*Wilderness*Connection program.

Finances:

- Develop an annual budget for board review and update as needed throughout the year based on grant income and unforeseen expenses.
- Perform monthly bookkeeping duties including payroll, bank account reconciliation, accounts payable, and deposits.
- File monthly taxes including state, federal and unemployment. Complete any other payroll related paperwork and fees as needed including workman's compensation, retirement, health insurance, etc.
- Create annual and quarterly financial reports. Work with tax advisors to troubleshoot any accounting problems and in the filing of annual taxes.
- Work with the program director in the management of project funds during the project season.
- Work with the board treasurer and attend all finance committee meetings.

Fundraising:

- Manage fundraising activities including identification of new projects and management of existing fundraisers.
- Serve as the key coordinator for any fundraising functions.
- Acknowledge all membership and project giving donations in a timely fashion.
- Attend the board fundraising events committee meetings

- Attend all development committee meetings and work with committee chair to help develop and manage additional fundraising tools.

Board Management:

- Attend BMWF Board Meetings and develop items for the agenda.
- Work in cooperation with the board on the development of policies.
- Keep board members informed of upcoming events and meetings and distribute meeting minutes.
- Coordinate the annual board meeting.
- Update the board manual as needed and provide copies to new board members.
- Manage and help develop board strategic planning.
- Create reports or research information as requested by the board.
- Coordinate any advisory, resource or task force committees as they arise.

Public Interface and Outreach:

- Work with the program director in the drafting of the newsletter including reporting accomplishments (fall) and recruitment for new volunteers (spring) and articles as needed for other publications.
- Write news releases and manage all PR and media for the BMWF in cooperation with the media task force and other media consultants.
- Send out information when requested by the public including tax returns and information about our program.
- Deliver presentations at public functions for volunteer recruitment or information sharing about foundation activities.

BMWF Business:

- Manage any printing and mailing projects.
- Oversee computer and technical needs for BMWF office and crew leaders.
- Oversee any purchases for gear, equipment, office supplies, etc.
- Utilize and manage volunteers in the office and for special projects when possible.

Supplemental Questions:

1. What supervisory skills and experience will you bring to this position?
2. Please discuss your office management skills including any experience in bookkeeping, budgeting, financial management, grant writing and database management.
3. Describe your administrative skills and your ability to plan, organize and handle multiple tasks at one time.
4. Give an example of your ability to communicate orally and in writing. How have your past experiences prepared you for this position in regards to your communication skills?
5. Describe how your knowledge, skills and abilities will help you deal with varying viewpoints of volunteers, managers, and diverse organizations.

6. Describe your ability to apply for and administer grants and to plan and organize fund raising events.
7. Describe your experience with wilderness, wilderness stewardship, and organizing volunteer programs.

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Closing date for applications to be received by our office is August 13th. Applications will be evaluated by committee once they are received. Applicants will be notified by August 27th if they qualify for an interview. The starting date for this position will be October 1st, but is negotiable.