



Montana Audubon Center Director

Summary of Position

The Montana Audubon Center Director (Center Director) will be a strategic entrepreneur, leader, fundraiser, and charismatic facilitator able to work effectively with public and private partners to grow and administer a sustainable Center in Billings, Montana. The Center Director reports to Montana Audubon's Executive Director and is responsible for all aspects of planning, funding, operating, and managing the Center, and for carrying out the mission of Montana Audubon in the Billings region.

The Montana Audubon Center is a place of learning, research and restoration. The Center engages people in the natural world, instills an appreciation of nature, and inspires participants to embrace a commitment to the conservation of wildlife and natural habitats. The Center Director will work collaboratively with Montana Audubon staff, Board of Directors and the Center Advisory Council—a volunteer body of local community leaders—to further enhance Center programs. This position is full-time, permanent and exempt.

Major Responsibilities

I. Fundraising and Development (55%)

Develop a sustainable revenue stream to support growing Center programs. Montana Audubon staff in Helena will provide assistance with specific development tasks (see chart of development staff responsibilities).

- Create, plan and coordinate effective long-range fundraising strategies to support the mission of the Center.
- Develop and maintain an annual calendar of Center activities to fulfill short and long-range funding goals.
- Collaborate with and provide input as needed to Montana Audubon staff in Helena to maintain and grow the Center Friends program.
- Identify, cultivate and steward current and potential major donors for Center support.
- Maintain and expand foundation, agency and corporate grants' program through timely grant proposals, reports and regular communications.
- Work with Montana Audubon staff to build the Center's endowment.
- Work with the Council, local chapter and/or other partners as appropriate to organize events and conduct other fundraising efforts to provide sustainable support for the Center.

2. Staff Management (15%)

Oversee Center staff, including permanent and seasonal employees, volunteers, and contractors to ensure the Center has adequate trained personnel to meet program requirements and needs.

- Recruit the Education Coordinator and Land Stewardship Coordinator positions, including developing selection criteria and interview questions, conducting interviews and reference checks.
- Provide guidance and supervision to the Education Coordinator in the design, implementation, and evaluation of a comprehensive education program consistent with Montana Audubon's programmatic priorities.

- Provide guidance and supervision to the Land Stewardship Coordinator in the development of long-range and annual land management plans for the Center property.
- Establish and regularly review Center priorities and procedures.
- Conduct regular staff meetings and promote information exchange to support and advance program goals.
- Ensure Montana Audubon performance standards are upheld for all Center staff. Monitor the performance of all positions directly supervised, and review performance appraisals completed by subordinate supervisors. When necessary initiate corrective actions and/or termination.
- Develop staff professional development and training plans consistent with program needs and budget; evaluate effectiveness of training programs.

3. Administration and Financial Management (15%)

Develop, implement and integrate education, land management, and operations to support Center strategic objectives and the overall mission of Montana Audubon.

- Manage all Center operations, including program staffing and support activities.
- Develop and manage an ambitious, yet practical annual program and budget for the Center.
- Provide staff support to the Council, including preparing and disseminating information, arranging and documenting meetings, reporting Council recommendations to the Executive Director, and ensuring the Council is kept informed of key issues.
- Oversee all capital improvement projects, including restoration, landscaping, and the construction and installation of educational exhibits, striving for energy conservation/carbon neutrality at the Center whenever feasible.
- Ensure Center property and facilities are well-maintained to provide for regular, safe public use.
- Ensure frequent and open communications between the Council and Montana Audubon staff and Board.

4. Communications and Outreach (10%)

Develop a marketing and promotions plan for the Center.

- Develop and coordinate media events and outreach to publicize and garner broad community support for Center programs and initiatives.
- Provide effective verbal and written presentations about the Center and its programs, and serve as the Center's primary spokesperson with the media.
- Provide regular updates about Center programs and activities for Montana Audubon's website and social media.
- Serve as the voice of Montana Audubon in the Billings' region, promoting the mission of Montana Audubon and its priority conservation efforts, as well as Center programs and vision for the future.
- Cultivate strong relationships with other organizations in the region (YVAS, YRPA, etc.).

5. Working Together to Strengthen MT Audubon (5%)

- Support and coordinate with other staff members as appropriate; learn about the programs of other Montana Audubon staff, and strive to build a cohesive staff team.
- Work to integrate and collaborate among all of Montana Audubon's programs.
- Actively participate in all staff meetings and retreats.
- Participate in Board meetings as requested by the Executive Director.
- Represent the full breadth of Montana Audubon's mission and work to the public.
- Always look for and engage potential donors, volunteers, partner organizations and other supporters; keep lists and share information with other staff as appropriate.
- Participate as a staff member in Montana Audubon's annual Bird Festival.
- Advise and assist staff, Board and chapters to explore ways to expand educational programming and reach new audiences/geographic areas.

Reporting Relationships:

The Center Director is responsible for the management of all staff and volunteers at the Center. The Center Director will directly supervise the Education Coordinator and Land Stewardship Coordinator and will provide oversight to subordinate supervisors. The Center Director reports to the Executive Director.

Qualifications:

The Center Director position requires education and experience equivalent to a Bachelor's degree in business or public administration, natural resource management, communications, public relations, education or a related field, and at least 5 years progressively-responsible experience. Critical qualifications include: proven fundraising success, administrative and supervisory experience, excellent written and oral communication skills, and the ability to work effectively in a team environment, forming productive partnerships with a variety of people and organizations.

Salary Range: \$44,000 - \$48,000.