



JOB ANNOUNCEMENT

Position: Center Director (Montana Audubon Center)
Location: Billings, MT
Salary: Commensurate with Experience
Benefits: Vacation, Medical, Dental, Vision, and Retirement Plan

About the Organization

Founded in 1976, Montana Audubon is an independent, statewide conservation organization whose mission is to promote appreciation, knowledge and conservation of Montana's native birds, other wildlife, and natural ecosystems and to safeguard biological diversity for current and future generations. In our vision for the future, we seek to create an environment in which all of Montana's native bird species have healthy, sustainable populations, ensured by long-term habitat security. Montana Audubon uses bird science, conservation education and engages in public policy work to protect our state's incomparable wildlife and landscapes.

Summary of Position

The Montana Audubon Center Director (Center Director) is a professional staff position based in Billings, Montana. The Center Director is responsible for the administrative, facility, personnel, and operational needs of the Center, which operates as a program hub within the education division of Montana Audubon. The Center Director is also Montana Audubon's key liaison to the local community - working with public and private partners to implement and grow a sustainable, high performing community-based education program.

Major Responsibilities

- Work with Center program staff to develop and maintain a full schedule of high-quality mission-driven programs for a diversity of audiences.
- Work with administration to develop comprehensive budgets and oversee financial reporting and accounting practices at the Center.
- Work with administration to ensure all deposits, invoicing, and billing are done in a timely manner.
- Work with administration to ensure all organizational policies are properly implemented at the Center.
- Oversee the Center Membership program
- Serve on the Management Team for Montana Audubon.
- In collaboration with Executive Director and development staff, work to identify, cultivate, and steward current and potential donors and foundations for Center support.
- Oversee annual fundraising event, Evening Under the Big Sky, held each year in August/September.
- 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.
- Work with our land trust partner, Yellowstone River Parks Association (YRPA) to ensure Center property and facilities are well-maintained to provide for regular, safe public use by program participants.
- In collaboration with Montana Audubon administrative staff, develop and implement effective, efficient financial and record-keeping systems related to Center operations and programs.

- Oversee all Center staff, volunteers, AmeriCorps, interns, and contractors either directly or via subordinate supervision to ensure the Center has adequately trained personnel to meet capacity needs.
- Provide guidance and supervision to the education staff in the design, implementation, and evaluation of a comprehensive education program consistent with Montana Audubon's mission.
- Establish and regularly review Center priorities and procedures.
- Conduct regular staff meetings and promote clear, open information exchange to support and advance program goals.
- Monitor the performance of all positions directly supervised, conduct annual reviews, and review performance appraisals completed by subordinate supervisor for all other staff.
- Develop staff professional development and training plans consistent with program needs and budget; evaluate effectiveness of training programs.
- Develop and implement an effective community-based marketing plan to increase awareness, participation, and support of Center programs.
- Provide effective verbal and written presentations about the Center and its programs, and serve as the Center's primary spokesperson with the media.
- Ensure 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, as well as Center programs and vision for the future.
- Cultivate strong relationships with other organizations in the region (Yellowstone Valley Audubon Society, YRPA, etc.).
- Work with a board member to oversee a Montana Audubon Center Committee made of local volunteers who provide guidance and support for Center operations and assist with community connections.

Reporting Relationships

The Center Director is responsible for the management of all staff and volunteers at the Center in Billings. The Center Director reports to the Executive Director.

Qualifications

The Center Director position requires a combination of at least 6 years education and work experience in a related field. High quality written and oral communication skills, and excellent managerial and leadership skills. The ability to work effectively in a team environment, forming productive partnerships with a variety of people both within Montana Audubon and with external community partners and organizations.

To Apply

Please send cover letter and resume to Lberrin@mtaudubon.org with the subject line "Center Director". Position will remain open until filled with applications being accepted and reviewed on a rolling basis. Review of applications will begin on January 24, 2022.

Montana Audubon is an equal opportunity employer and does not discriminate on the basis of race, color, age, ethnicity, religion, creed, national origin, pregnancy, sexual orientation or preference, gender identity, genetic information, sex, marital status, disability or status as a U.S. veteran.