

JOB OPENING

POSITION DESCRIPTION

WorldMontana[®] EXECUTIVE DIRECTOR

Introduction:

Montana Center for International Visitors, Inc., known as **WorldMontana[®]**, is a 501(c)(3) organization which brings international visitors to Montana communities for professional meetings with community leaders, state agency leaders and other organizations in fields of law, education, environment, agriculture, medicine, minority rights, business and open government. The organization has been in existence for 29 years and welcomes about 160 visitors each year from Europe, Africa, Middle East, Asia and South American countries. The visitors receive a comprehensive professional development experience and a taste of daily life in Montana while living with host families. The organization currently has a 7 member board of directors, a full time Executive Director, an assistant to the Executive Director and occasional interns and volunteers who carry out policy and program responsibilities. The annual budget is currently about \$65,000.

General Duties:

The Executive Director shall administer and execute **WorldMontana[®]**'s programs pursuant to policies set by the Board of Directors; supervise, hire and discharge staff of a size and nature determined by and with the consent of the Board; represent **WorldMontana[®]** in its relations with other organizations; submit reports and make recommendations to the Board of Directors; and undertake such other duties as are assigned from time to time by the Board of Directors. The Executive Director shall operate under an annually renewable contract, with a scope of work defined by the Board, and reviewed annually. This is a full time position. Work day will normally be 8-5, but delegation arrivals, departures and program activities will require flexibility for some early morning and late evening hours of work. The Board members actively participate in support of the programs.

Specific Responsibilities:

Manage WorldMontana[®] Programs:

- Submit foreign delegate program inquiries and proposals to DC partners.
- Submit grant requests and submit appropriate reports to program funding sources.
- Maintain communication with the Global Ties US office, Open World Leadership Program office, and other sources of program funding on a regular basis.
- Plan and schedule all appointments for foreign visitors as per program agreements, and perform all services and activities to ensure that program objectives are met.
- Provide personal attention to foreign visitors through such actions as meeting at airport, personal review of programs and troubleshooting.
- Maintain an international visitor database to track the visitors that **WorldMontana[®]** provides services to and to maintain follow along services.

Manage WorldMontana® Office, Membership and Membership Services:

- Perform normal bookkeeping and record keeping responsibilities: maintain office records, record promotional activities, lists of resources to support programs (i.e., host families, professional meeting contacts, Montana cultural venues), purchase office supplies.
- Supervise part time book keeper and assist in the preparation of WorldMontana financials.
- Develop and maintain **WorldMontana®** website.
- Find and manage **WorldMontana®** volunteers.
- Respond to general public inquiries about **WorldMontana®** and its related activities.
- Oversee the **WorldMontana®** budget by recording expenditures and revenue and presenting results to the board during each board meeting.
- Facilitate any external audit as prescribed by the Board.
- Oversee **WorldMontana®** membership and recruitment of new members through publicity, receptions, mailings, public speaking, personal contacts and other means.
- Produce membership mailings and **WorldMontana®** newsletters; manage annual renewal campaign.
- Plan receptions and other membership activities.
- Maintain membership database.
- Promote **WorldMontana®** to other organizations, businesses, and individuals, and work with local community organizations to make **WorldMontana®** more visible.

Board Support, Grants and Development:

- Assist the President of the Board in scheduling regular board meetings, and communicate times to board members.
- Provide agenda items to the President and participate in scheduled Board meetings.
- Maintain regular communication with the Board on **WorldMontana®** activities, as prescribed by the Board.
- Participate in selected Committee meetings as requested by the Board, or as necessary for performance of duties.
- Research both local and national grant opportunities, and present to Board.
- Develop proposals and apply for *local* grants, as prescribed by the Board.
- Assist the Board in fund-raising through identification of national or international grants and potential partners; assist specified Board members with grant proposal development and submission; assist with grant implementation as prescribed by the Board, and with adaptation of the scope of work of the Executive Director to accommodate any grant received.
- Assist the Board with **WorldMontana®** development activities as outlined by the Program Development Committee, including development of the speaker series, and international awareness training.

Salary and Benefits:

- The base annual salary of the ED will be determined by experience and qualifications but will be in the range of \$32,000 - \$35,000.

- A contribution to a pension plan will be paid at a rate equivalent to 10% of the ED's base salary.
- Health insurance coverage will be provided at a maximum of \$250 per month via group or individual coverage with a provider of the ED's choice, subject to approval by the Board.
- Annual leave at the rate of 15 days per year.
- Paid holidays (8 per year on dates determined in cooperation with the ED and the Board)
- Reimbursement of reasonable and necessary documented business expenses, which are incurred in the course of and directly related to the performance of official duties of employment. Mileage will be paid at the current IRS rate.

Location of WorldMontana office:

- The WorldMontana office is located in the Artaza International Center for Global Education, on the first floor of St. Charles Hall, Carroll College, Helena, MT.

Application Process:

- Application materials will be reviewed beginning on August 1, 2016 and will continue to be accepted until the offer is closed on August 29, 2016.
- The successful applicant will begin briefing from the current Executive Director toward the end of September.
- Submit letter of interest which addresses the applicant's prior experience in fulfilling duties and responsibilities described in this position description.
- Submit a professional resume which lists your educational background and relevant experience for this position, include three references.
- Send electronic copies of required materials to:

WorldMontana
c/o Board Member, Joanna Thamke
jothamke@gmail.com