



FOUNDATION EXECUTIVE DIRECTOR JOB POSTING

FUNCTION:

To provide strategic, operational, and financial leadership for the Montana Stockgrowers Foundation. Partners with the Board of Trustees to advance the foundation's mission, vision, and long-term sustainability.

AUTHORITY:

To plan, organize and implement all fundraising programs, campaigns, grant initiatives, and coordination of all administrative program activities of the Montana Stockgrowers Foundation with consideration of fundraising goals and budget.

REPORTABILITY:

The Executive Director reports to the executive committee and the Board of Trustees.

RESPONSIBILITIES:

Strategic Leadership

- Develops and implements the foundation's strategic plan in alignment with board priorities.
- Identifies emerging opportunities, partnerships, and funding strategies to expand mission impact.
- Advises and supports the Board of Trustees in governance best practices and policy development.
- Provides regular reporting on organizational performance, outcomes, and financial health.

Fundraising and Development

- Leads comprehensive fundraising strategy, including major gifts, grants, corporate sponsorships, and events.
- Cultivates and maintains relationships with donors, foundations, corporations, and community leaders.
- Oversees grant writing, donor stewardship, and development communications.
- Ensures achievement of annual fundraising goals and long-term capital objectives.

Financial Oversight

- Develops and manages the annual budget in partnership with the board and finance committee.
- Ensures sound financial controls, compliance, and transparent reporting. Oversees audits, tax filings, and regulatory compliance requirements.
- Monitors investment performance in coordination with financial advisors and board leadership.



Operations and Administration

- Oversees day-to-day operations and ensures organizational efficiency and effectiveness.
- Recruits, supervises, and evaluates consultants, and volunteers.
- Establishes policies and procedures to ensure strong internal controls and accountability.
- Ensures compliance with all federal, state, and local regulations governing nonprofit organizations.

Board Relations and Governance

- Supports board recruitment, onboarding, and engagement.
- Prepares meeting agendas, materials, and strategic recommendations.
- Implements board policies and ensures adherence to bylaws.

Community and External Relations

- Represents the foundation at community events, conferences, and public forums.
- Builds collaborative relationships with partner organizations and stakeholders.
- Develops and executes communications strategies to elevate brand awareness and mission impact.
- Serves as a visible leader and advocate within the community.

QUALIFICATIONS:

- Bachelor's degree required or equivalent work experience.
- Minimum 5 years of senior leadership experience in nonprofit management, philanthropy, or related field.
- Demonstrated success in fundraising and donor cultivation.
- Strong financial management and budgeting experience.
- Exceptional communication, interpersonal, and public speaking skills.
- Proven ability to work effectively with a governing board.

MONTANA STOCKGROWERS ASSOCIATION'S BEHAVIORAL COMPETENCIES:

COMMITMENT

Employees demonstrate loyalty and dedication to meet organization goals by demonstrating a steady commitment to serving members, the board of directors, coworkers, business partners, and others. Supports organizational decisions. Is reliable and dependable. Follows through on commitments and meets deadlines. Demonstrates good attendance. Demonstrates consistent proficiency in the position. Actively participates and supports a positive and safe culture in the organization.

COMMUNICATION

Employees demonstrate effective and appropriate communication skills by writing and speaking clearly and logically. Listens and respects viewpoints of others. Solicits and provides feedback. Follow through with communication at all appropriate levels. Builds



trust with contacts. Resolves issues and conflicts by using diplomacy. Focuses on the situation rather than the person. Exercises good judgment and negotiation skills.

INITIATIVE AND ACCOUNTABILITY

Employees demonstrate initiative and accountability by being a self starter. Recognize what needs to be done. Works independently. Makes appropriate decisions. Handles multiple tasks and deadlines. Focuses on tasks and uses time wisely. Prioritizes and organizes work. Shows attention to detail. Reviews work for accuracy. Seeks input from supervisors, coworkers, and others. Takes responsibility for own actions.

INFLUENCE

Employees demonstrate effective influence by setting a positive example for others. Works within their chain of command. Shows leadership. Shares ideas. Acts as a role model. Mentors others. Inspires confidence. Honors agreements. Develops relationships and networks. Positively affects results.

PERSONAL EFFECTIVENESS

Employees demonstrate personal effectiveness by showing a high standard of honesty, integrity, and trustworthiness. Treats others with respect. Provides support and shows appreciation to others. Acts professionally in difficult situations. Is flexible and responds positively to challenges and change. Is cooperative. Shows a consistent and positive attitude. Works well under pressure. Works effectively as a team member.

THINKING AND PROBLEM SOLVING

Employees demonstrate good thinking and problem solving skills. Recognizes problems and finds solutions. Uses creativity and applies new concepts. Visualizes impacts and finds opportunities to meet the organization's mission and goals. Seeks new ideas and techniques to improve productivity and organizational effectiveness.

COMPENSATION:

Salary range is between \$60,000-\$75,000, based on experience and job qualifications. A comprehensive benefits package is provided. This position qualifies for an annual bonus opportunity.

TO APPLY:

Resumes and cover letters will be accepted until April 17, 2026. Submit resume and cover letter to careers@mtbeef.org.

Duration: Permanent full-time position

Travel: This position requires travel.

Job Location: Montana Stockgrowers Association, Helena, MT.