



MT. ADAMS INSTITUTE

Executive Director

Position Description

Location: Trout Lake, WA; hybrid working environment, must live within a 60-mile radius
Reports to: Board of Directors
Job Status: Exempt, Full-time
Salary: \$98,000 - \$103,000
Benefits: medical benefits, retirement plan, paid time off

ABOUT MT. ADAMS INSTITUTE

[Mt. Adams Institute \(MAI\)](#) is a nonprofit organization based in the rural community of Trout Lake, Washington with a mission of strengthening the connection between people and the natural world through education, service learning, career development, and research. MAI's annual budget is approximately \$2,000,000 which supports a staff of eleven and up to 75 AmeriCorps members.

MAI's programs serve youth, young adults, veterans, adults, and families in a variety of formats. The intended outcomes of those programs include:

- To facilitate career opportunities in the fields of natural resource management, conservation, and education.
- to increase ecological literacy and a sense of interconnectedness.
- to promote lifelong environmental stewardship and action.
- to improve personal health and wellbeing, and
- to enhance civic and community engagement.

MAI is guided by a strategic plan focused on: *supported staff, effective programs, strong partnerships, diverse participation, and improved facilities*. In addition to sustaining and expanding its programs and services, MAI is also in the early stages of evolving the organization to be internally and externally more diverse, equitable, and inclusive. MAI is working to create opportunities to connect individuals with the natural world who are historically underrepresented in outdoor recreation and natural resource career fields.

ABOUT THE POSITION

Mt. Adams Institute seeks a visionary, passionate, and strategic individual that will carry out the mission, vision, and goals of the organization. This position requires an individual that has high social and emotional intelligence, excels in grant writing (particularly government grants), and has succeeded in leading organizations through major changes/transitions.

The Executive Director will report to the Board of Directors and provide supervision to, and participate as a member of, the organization's Leadership Team consisting of the Human Resources Director, AmeriCorps Programs Director, and Operations Director.

This opening is to replace the founding Executive Director who started MAI in 2012.

ESSENTIAL FUNCTIONS

Organizational Leadership & Operational Management

- Implement the existing strategic plan and keep the board and staff informed about its progress.
- Engage with the staff and board in strategic planning and problem solving.
- Ensure that the strategic plan is routinely updated to meet the needs of the organization.
- Provide leadership in developing program, organizational, and financial plans with board and staff and carry out plans and policies authorized by the board.
- Serve as a partner with the board in carrying out the organization's mission.
- Facilitate the development and execution of the MAI Diversity, Equity, and Inclusion plan.
- Ensure that all official records, documents, and procedures comply with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

Budget & Finance

- Develop and support a sustainable funding strategy that increases the financial resiliency of the organization.
- Work closely with the staff and board members to successfully execute organizational fundraising as it pertains to grants, donations, contracts, etc.
- Work with the staff and board in preparing a budget; ensure that the organization operates within budget guidelines.
- Write, submit, and manage grant proposals.
- Develop and maintain strong partnerships with the organization's funders: federal and state agencies, foundations, local organizations, individual supporters, and program participants.
- Direct submission of annual tax and business reports.
- Collaboratively develop, refine, and implement financial controls to ensure safeguarding resources and reducing administrative burden.

Communications, Community Leadership, and Advocacy

- Ensure that the activities of the organization, its programs, its goals, and its accomplishments are strategically publicized to effectively reach current and potential clients, partners, and supporters.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the organization and its programs to its stakeholders: participants, partners, funders, supporters, and the community at large.
- Oversee official correspondence of the organization.
- Anticipate and adjust to governmental policy, legislative, and/or economic changes.

Staff Management

- Provide direct supervision to the Human Resources Director, AmeriCorps Programs Director, Operations Director, and Outreach Coordinator in a hybrid working environment.
- Understand current and evolving human resource practices that create an inclusive and equitable work environment.
- Provide oversight to ensure that sound human resources practices exist that foster a work culture that attracts, retains, and motivates a diverse staff of high-performing individuals.
- Meet regularly with supervisees to support their programs of work.
- Engage in a formal evaluation process of supervisees on an annual basis (and at 6 months for new employees).

QUALIFICATIONS & COMPETENCIES

- 5+ years of executive or senior-level nonprofit management experience.
- Ability to develop and implement a successful strategic plan that enables sustainable maturation and growth of the organization.
- Experience working with federal public lands & natural resource agencies and national service organizations.
- Demonstrated experience developing and maintaining financial resources for organizations with budgets over \$1,000,000.
- Demonstrated experience creating, managing, and mentoring high-performing teams.
- Demonstrated excellence in building and maintaining strong interpersonal relationships with staff, board members, program participants, and partners.
- Experience with program development related to equity, diversity, and inclusion.
- Knowledge of and experience with the principles of fundraising and government grants.
- Effective communicator with proven written, oral, and listening skills.

PREFERRED QUALIFICATIONS

- Prior experience with AmeriCorps, military, government, and/or public land agencies.
- Prior experience working in the conservation field, especially in rural communities.
- Experience working with communities that have been historically marginalized.
- Formal education in a field relevant to the mission of MAI.

EQUAL OPPORTUNITY EMPLOYER

MAI celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social-economic class, religion, professional status, pregnancy, or parents/guardians with children. MAI is committed to a diverse workplace and to supporting our participants and staff with training and career development opportunities. MAI provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation and/or alternative formats at any point in the employment process.

HOW TO APPLY

Nonprofit Professionals Now is excited to be working with Mt. Adams Institute on this key leadership position. To apply for this position, please review the full job description and application information at <https://npprofessionals.hiringthing.com/job/452700/executive-director-mt-adams-institute>.

Applications should include a resume, cover letter, and completed screening questions. All applications will be reviewed.

Application Deadline: September 16, 2022