



Executive Director

Position Overview

ABOUT WELLNESS IN ACTION

WIA is a 501(C)(3) nonprofit organization based in Big Sky, Montana. WIA supports a flourishing, healthy community by connecting individuals to a network of resources. WIA is looking for a dynamic, mission driven leader to take us to the next phase of our strategic plan. We support a collaborative work environment to build networks and partnerships to better serve our Big Sky Community. The Board of Directors encourages and supports community involvement and personal growth.

For more information visit the WIA Website: www.bigskywia.org

POSITION SUMMARY

The Executive Director is responsible for exceptional leadership and management of all daily operations of WIA and the mission of the organization. The position reports to the Board of Directors and works closely with the Executive Committee. The Executive Director is additionally responsible for strategically growing the organization's impact, programs and funding.

RESPONSIBILITIES TASKS & DUTIES

The major responsibilities of this position include, but are not limited to:

- Acts as the primary spokesperson for the organization, establishes and maintains ongoing effective communication with all stakeholders.
- Provides motivation leadership for the Board of Directors and support staff.
- Provide thoughtful executive leadership that is inclusive, transparent and empowering in a manner that supports and guides WIA's mission.
- Promote the organization's mission and strategic plan to a wide variety of audiences in order to build credibility and form long lasting relationships within the Big Sky community and beyond.
- Ensures all activities and communications are implemented within established policies, guidelines, state and federal laws as well as the highest of ethical standards.
- Development and execution of an annual budget.
- Create and manage an annual marketing plan that includes appropriate marketing channel venues and objectives that will increase the organization's awareness and funding resources in the community.
- Development of the fundraising plan and implementation, including identifying resource requirements, researching new and diverse funding

Vision: *A flourishing, healthy community.*

Mission: *Dedicated to community well-being by connecting individuals to a network of resources.*

sources, strategies to approach potential fund sources, submitting proposals and administrating fundraising records.

- Provide leadership in program development and collaborative relationship building to build stronger programming.
- Ensure adequate funds are available and secured for the organization to carry out its work with a high degree of quality, within budget guidelines and with increased efficiency.
- Monitor contracts, memorandums and agreements with partner organizations.
- Develop and implement data driven evaluations of program goals and objectives as needed or directed by the Board.
- Support a strong Board of Directors; seek and build Board involvement with strategic direction based on guidelines from strategic plan.
- Provide Board with weekly updated program reports.
- Collaborate with and support WIA's Treasurer as needed when producing financial reports. Have a working knowledge of financial reports and be able to discuss.
- Carry out other duties and assignments as directed by the Board of Directors.

COMPETENCIES

- Operational & Organization Leadership
 - Ensure ability to manage the organization as it is set up.
 - Ensure that all goals are met or exceeded by continuous monitoring of strategic plans.
 - Ability to think creatively, making informed and educated decisions, sometimes critical in nature.
 - Apply innovated thinking and performance measures to analyze and support strategic decision making.
- Funding Development & Financial Oversight
 - Funding source overview- strategize to increase and stabilize funding base.
 - Lead a multi-tiered approach to resource development that incorporates a balanced approach to securing philanthropic funds, public funds and program revenue.
 - Activates the Board of Directors and volunteers in the development of community relationships for both program partners and prospective donors.
 - Seek, secure and manage grant opportunities.
 - Development and implementation of donor recognition and acknowledgment.
 - Implement internal controls regarding finances.
 - Adherence to established policies and procedures, bylaws, guidelines, laws, and ethical standards.
- Programming

Vision: A flourishing, healthy community.

Mission: Dedicated to community well-being by connecting individuals to a network of resources.

- Develop a strategic plan of goals and objectives to include fund development, marketing and program development that incorporate resources and collaborative partners.
- Build collaborative relationships within the community to effectively provide the needed programing.
- Work with program partners to annually assess community programing needs.
- Communications and Advocacy
 - Maintain active involvement in the community, including the greater non-profit community, to enhance visibility and the reputation of WIA.
 - Ability to communicate vision, build rapport and effectively communicate with various audiences.
 - Establish effective communication networks.
 - Encourage, lead, and develop any support staff.
 - Ability to work in a professional manner with a high degree of discretion.
- Board of Directors' Effectiveness
 - Ensure the Board is working collaboratively to support the strategic plan.
 - Assist in driving the Board to govern effectively by participating, promoting, and encouraging involvement.
 - Ensure sound governance, business ethics and fiduciary oversight.
 - Ensure bylaws, policies, and procedures are in place.
 - Follow all regulatory requirements for nonprofit best practices.
 - Update the Board on regular progress toward goals and objectives.

KEY CHARACTERISTICS

- Open-minded and inclusive
- Strategic
- Engaging & charismatic
- Passionate
- Strong leadership skills
- Excellent communicator
- Diplomatic
- Creative
- Good listener
- Dynamic
- Excellent relationship builder
- Accountable
- Approachable
- Intimately familiar with or lives in the Big Sky Community

EXPERIENCE AND EDUCATION REQUIREMENTS

- Four year degree in business, non-profit, finance, education, communications, sociology, or related field.

Vision: A flourishing, healthy community.

Mission: Dedicated to community well-being by connecting individuals to a network of resources.

- A minimum of 3 years related work experience in the non-profit sector with a demonstrated track record of achieving goals in fundraising, grant writing, strategic management and communications, as well as experience leading and managing people projects and/or programs.
- Or, an equal combination of education and work experience.
- Proficient in Microsoft Word, Excel, and QuickBooks Online
- Proficient in technology, business, and management principles involved in strategic planning, budgeting, development and resource allocation.
- Solid understanding and skills necessary to manage social media tools such as Facebook, Instagram and other up-to-date tools used to manage these platforms, such as Planoly.
- Ability to work in a professional manner with a high degree of discretion.

If interested in learning more about this exciting and rewarding opportunity, please send your resume to: info@wiabigsky.org

Vision: A flourishing, healthy community.

Mission: Dedicated to community well-being by connecting individuals to a network of resources.