

## POSITION DESCRIPTION



<b>POSITION TITLE</b>	MONTANA STATE DIRECTOR
<b>JOB TITLE</b>	Operating Unit Director II
<b>JOB FAMILY</b>	Executive
<b>JOB NUMBER</b>	150025
<b>SALARY GRADE</b>	10
<b>STATUS</b>	Exempt
<b>SUPERVISOR</b>	Pacific NW/Canada Division Director
<b>LOCATION</b>	Montana (Helena, Missoula, or Bozeman)
<b>DATE</b>	May 2019

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### ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more resilient. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit [www.nature.org](http://www.nature.org) or follow @nature\_press on Twitter.

### SUMMARY

The Nature Conservancy (TNC) is seeking a proven and dynamic leader to serve as State Director of the Montana Chapter. The Director leads a staff of 34 with an annual budget of \$5.5M. As a leader in the Montana conservation movement, the State Director plays a primary role in working with partner organizations, government agencies, elected officials and other key decision-makers to build alliances and shared agendas that advance science driven conservation outcomes in Montana and around the world.

The Montana chapter is a leader in conserving large intact landscapes, having conserved over 1.2 million acres of private land in the state with focus areas including the Crown of the Continent, High Divide Headwaters, and Northern Great Plains. The State Director plays a key role in helping further this impactful work by leading the chapter staff, developing new and existing donors, forming partnerships, and building a broader constituency for conservation across the state.

### ESSENTIAL FUNCTIONS

The key role of the State Director is to lead and manage the Montana Chapter. S/he is responsible for the Chapter's success in implementing TNC's conservation and fundraising programs, and maintaining a core set of organizational values including support and execution of our global conservation vision. S/he ensures outcomes are achieved in priority areas that fall within the chapter's responsibilities, as well as contributing intellectual, financial, and/or human resources to the development and execution of regional and global priority efforts. S/he supports alignment of activities by securing, coordinating, and configuring resources, capacity, and programs to address the most critical regional and organization-wide projects and strategies. S/he provides focus on increasing private support for conservation through a comprehensive major gifts program and a capital campaign strategically focused on individuals, corporations and foundations with the capacity to make significant financial commitments. S/he serves as the primary Montana Chapter spokesperson to internal and external audiences including staff, TNC leadership, volunteers, the advisory Board of Trustees, public and private donors, government agencies and officials, community leaders, and other partners. S/he cultivates those audiences to support and promote TNC's mission, vision and conservation projects.

The State Director oversees fundraising and marketing for the chapter, including approving budgets and setting priorities involving private and public fundraising goals. S/he supports development and marketing in the cultivation and direct solicitation of donors, both private and public, to meet fundraising goals.

The State Director is responsible for leadership and management of his/her direct reports and has overall responsibility for the 34 staff and multiple chapter offices throughout Montana. She/he reports to the Division Director and works closely and collaboratively with the volunteer advisory Board of Trustees.

### RESPONSIBILITIES & SCOPE

- Assumes responsibility and leadership for conservation results and local, regional and global priorities;
- Recruits, retains, and manages a high quality and effective staff;
- Assumes overall responsibility for fundraising activities and goals of the chapter;
- Ensures that programmatic commitments, financial standards, and legal requirements are met;
- Represents the program and TNC's vision in a compelling, engaging manner to internal and external audiences as lead spokesperson;
- Delivers effective and persuasive speeches and presentations on complex topics to employee groups, managers at all levels, board members, supporters and outside organizations; and
- Ensures development and execution of a strategic multi-year plan and annual work programs of the Montana Chapter on time and within budget.

## MINIMUM QUALIFICATIONS

- Bachelor's degree and minimum of 7 years of experience as a leader in the conservation arena, non-profit sector, advocacy, or for-profit area;
- Experience in leading and managing a large multi-disciplinary team;
- Experience communicating with and presenting to diverse audiences, including donors, board members, employees, and outside partners
- Experience and/or a strong desire to fundraise; and
- Experience in budget management.

## DESIRED QUALIFICATIONS

### Vision, Strategy and Priorities

- High energy, forward thinking, creative individual with high ethical standards;
- Well organized and self-directed;
- Outstanding leadership and visionary qualities and ability to work effectively with others in a large decentralized and geographically dispersed organization;
- Ability to distill and communicate clear priorities;
- Demonstrated success as an inspirational leader who has successfully motivated staff, donors and volunteers to achieve and sustain excellence;
- Strong background in government relations; working with and/or for elected officials, state and federal agencies; and
- A team player with the ability to successfully work with and manage the chapter's volunteer advisory Board of Trustees.

### Communication and Fundraising

- Proven experience or demonstrated desire to fundraise;
- Ability to cultivate and develop constructive and effective relationships inside and outside the Conservancy;
- Strong communication and presentation skills with the ability to persuasively convey the mission and conservation priorities of TNC to diverse groups including major donors, public agencies, corporate executives, board members, partners and others who are critical to the organization's overall success; and
- Ability to direct, prepare, present and/or participate in negotiations of project proposals with governmental agencies and other partners.

### Operational Performance

- Extensive management experience including the ability to motivate, lead, set objectives, manage performance and develop a large multi-disciplinary team;
- Track record in budgeting, staffing, performance management and staff development;
- Ability to direct major programs of strategic importance to the Conservancy through management of multi-disciplinary teams;
- Comfortable working under pressure;
- Demonstrates a willingness and ability to travel routinely throughout the state and elsewhere worldwide as required;
- Has the flexibility to work beyond the normal workday, on weekends, and at other times as required, especially during deadline periods; and
- Accepts that work may require occasional physical exertion and/or physical strain, and exposure to disagreeable elements.

## ORGANIZATIONAL COMPETENCIES

<b>Builds Relationships</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>Collaboration &amp; Teamwork</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>Communicates Authentically</b>	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>Develops Others</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
<b>Leverages Difference</b>	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>Systems Leadership</b>	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military or veteran status or other status protected by law.*

**APPLICATION DEADLINE:** prior to 11:59 p.m. Eastern Time on **Monday, July 8, 2019**

Internal applicants: Please apply to position number 47640 in PeopleSoft Self Service.

External applicants: Please apply to position number 47640 at [www.nature.org/careers](http://www.nature.org/careers), submit resume (required) and cover letter separately using the upload buttons.

Click “submit” to apply for the position or “save for later” to create a draft application for future submission. Once submitted, applications cannot be revised or edited. Failure to complete required fields may result in your application being disqualified from consideration. If you experience technical issues, please refer to our [applicant user guide](#) or contact [applyhelp@tnc.org](mailto:applyhelp@tnc.org).

***The successful applicant must meet the requirements of The Nature Conservancy’s background screening process.***

**Visit us at [www.nature.org](http://www.nature.org)**

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