Executive Director

Families First Learning Lab seeks an experienced, well-organized, visionary as our next Executive Director. Families First Learning Lab works to strengthen families through education, connection, play, and partnership, and will relocate to the new Missoula County Public Library this summer. With a focus on the development of effective community partnerships, the organization seeks a strong leader with experience in developing and maintaining collaborative projects and a commitment to our mission.

POSITION SUMMARY: The Executive Director is the key management leader of Families First Learning Lab and is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, community outreach, and partnership development. The position reports directly to the Board of Directors.

POSITION STATUS: Regular Full-Time Exempt

GENERAL RESPONSIBILITIES:

1) Board Governance: The Executive Director is responsible for leading Families First Learning Lab in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
2) Financial Performance and Viability: The Executive Director is responsible for fundraising and developing other revenues necessary to support Families First Learning Lab’s mission.
3) Organization Mission and Strategy: The Executive Director is responsible for the implementation of programs, strategic planning, and the development of working community partnerships that carry out the organization’s mission.
4) Organization Operations: The Executive Director oversees and implements appropriate resources to ensure that the operations of the organization are successful.

POSITION DESCRIPTION:

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Planning and operation of annual budget.
- Serve as Families First Learning Lab’s primary spokesperson to the organization’s constituents and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Families First Learning Lab’s mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communication efforts.
- Oversee organization Board and committee meetings.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.
PREFERRED QUALIFICATIONS:
- A Bachelor’s degree or equivalent experience.
- 3-5 years of nonprofit management experience.
- 3-5 years of experience leading staff, board, volunteers and donors.
- A history of successfully generating new revenue streams and improving financial results.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Experience working in collaborative programming.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

SALARY: Competitive salary, DOE, range of $40,000 - $50,000/year

BENEFITS: Ten days of paid time off annually plus ten days holiday pay (after the 90-day probationary period). Health Savings Account contributions available in lieu of health insurance.

DEADLINE: June 5, 2020 at 5:00pm.

Please submit letter of interest and resume to: Angela Bridegam, Board Vice Chair, at abridegam@gmail.com