



JOB ANNOUNCEMENT-EXECUTIVE DIRECTOR

Lewis and Clark Trail Heritage Foundation, Inc.

4201 Giant Springs Road

P.O Box 3434

Great Falls, Montana 59403

www.lewisandclark.org

The Lewis and Clark Trail Heritage Foundation, Inc. (LCTHF), headquartered in Great Falls, Montana is seeking candidates to fill its Executive Director position. Applications will be accepted between the date of this announcement and September 1, 2019. Finalists will be interviewed in person at a location deemed convenient to the applicant and selection committee.

Job Summary

The Executive Director of the LCTHF is the key leader, manager, and advisor to the Board of Directors of this national non-profit organization.

Independently oversees the operation of the headquarters office in Great Falls, Montana and supervises 1-2 staff, 1-2 contractors, and numerous volunteers who implement the organization's primary programs and policies, including: 1) Member recruitment and services; 2) Coordination, administration, and management of grants; 3) Program development and fundraising; 4) Chapter services and assistance; 5) Partnership outreach; 6) Publication of the Trail Heritage Foundation's flagship publication, *We Proceeded On* and *The Orderly Report* newsletter and; 7) Stewardship of the William P. Sherman Library and Archives.

Acts as the business manager for the LCTHF and is independently responsible for the operational and managerial effectiveness of the headquarters staff, the overall program, and the development and execution of an annual budget in cooperation with the Board of Directors and the Finance Committee.

Provides leadership to grow membership and to unify the organization's chapters and partners across the 4,900 mile long congressionally designated Lewis and Clark National Historic Trail route.

Serves as its primary point of contact with state and federal agencies, partners, non-profit and volunteer organizations associated with the Lewis and Clark National Historic Trail (www.nps.gov/lecl) and the Partnership for the National Trails System (www.pnts.org).

Major Duties include: (Note: % represents the general time allocation anticipated by the Director but ***not*** the critical importance of each major duty.)

- A. Serves as the nationally recognized program leader of the Lewis and Clark Trail Heritage Foundation, Inc. a 501 3(c) organization-(30%)
- B. Financial management - including budget development and execution, performance, and overall program viability-(20%)
- C. Mission and strategic responsibilities-including recruiting members, growing chapters, soliciting and administering grants, and oversight of the production of the LCTHF's journal *We Proceeded On* and *The Orderly Report* newsletter- (30%)
- D. Supervisory responsibilities and operation of the headquarters office and the William P. Sherman Library and Archives-(20%)

For full job description: go to www.lewisandclark.org

Skills, Knowledge and Abilities needed to perform the Duties of the Position

The requirements listed below are representative of the knowledge, skills and abilities required to perform the job. Prospective candidates are expected to possess a significant number of these skills, knowledge, and abilities but no one is required or expected to possess all of them. Prospective candidates would be expected to acquire absent listed skills, knowledge, and abilities through on-the-job training once they become an employee of the Foundation.

Education/Experience	Bachelor’s Degree (B.A.) in a related field from accredited educational institution is required; and 3-5 years related experience and/or training; or equivalent combination of education and experience. Experience with a non-profit organizations preferred. Strong connection to historic and natural resource preservation, education, and public administration is considered important. Proven experience in budgeting and financial management including successful experience with recruiting members, writing and obtaining grants and fund raising.
Financial Acumen	Ability to perform financial analysis and budgeting commonly found in business transactions. Accounting knowledge of all facets of business operations such as accounts payable, accounts receivable, general ledger, and budget preparation/analysis. Use of software tools, such as Quickbooks, desirable. Strong attention to detail and accuracy.
Computer/Technical Skills	Microsoft Office, including word-processing, spreadsheets, email. Other specialized software applications including, in part, membership databases, grant management, donor management, and social media.
Communications	Communications skills and experience to include strong oral, written, and presentation skills. Ability to explain data in clear, concise and understandable ways, the ability to listen actively. Ability to develop strong and positive

	relationships with the Board, supporters, and other stakeholders.
Other	Ability to work independently, be flexible and adaptable, possess conflict management skills and understand the political process.

Terms of Employment and Working Conditions

Full time salaried position.

Wage: In the \$50,000 range commensurate with experience.

Benefits: Paid vacation, sick leave, and contribution toward health insurance.

While performing the duties of this job the employee is in a typical office environment, use of computers, for word processing and financial management (Microsoft Office and Quickbooks) and email communications are required. Occasional long distance travel to chapter, partnership, agency, and Board meetings is required and may include evening meetings. Occasional field trips involving walking in natural settings or boating on rivers is part of the job.

About the Lewis and Clark Trail Heritage Foundation (www.lewisandclark.org)

The LCTHF is a national organization dedicated to preserving the historic legacy of the story of the Lewis and Clark expedition and protecting the cultural and historic integrity of the landscapes through which the expedition travelled from 1803-1806. We currently have 1,100 members organized in 25 active chapters across the country. Members come from many walks of life and share a common passion for passing along to future generations the lessons that can be learned from this era of our nation’s history.

The Lewis and Clark National Historic Trail is one of 30 National Scenic and Historic Trails that comprise our National Trails System. The Congressionally designated trail extends 4,900 miles from Pittsburgh, Pennsylvania to Fort Clatsop, Oregon. The LCTHF is the primary non-profit organization that works in partnership with the National Park Service to preserve and administer this national historic trail.

Where it’s Located

The office of the LCTHF is located on the Missouri River in the Lewis and Clark National Historic Trail Interpretive Center, 4201 Giant Springs Road Great Falls, Montana 59405.

Great Falls has a population of approximately 58,000 and is the third largest city in the State of Montana. The city is located in Cascade County which has a population of 82,000 and takes its name from the series of five waterfalls located along the upper Missouri River basin. The Lewis and Clark Expedition portaged around this ten-mile stretch of river in 1805.

The city houses the C. M. Russell Museum Complex, the University of Providence, Great Falls College Montana State University, and is adjacent to Malmstrom Air Force Base. The greater Great Falls area is served by a local newspaper, the Great Falls Tribune.

How to Apply

1. Submit a brief resume summarizing education and work experience.
2. Submit names and contact information for three (3) current references.
3. Provide written responses to the following questions. Be specific and cite examples of your knowledge, experience or training as it pertains to the question. ***Limit your response to no more than one page per question (font size no smaller than 11 point).***
 - a) **Proven Management Experience**
Briefly describe your knowledge and experience in managing the fundamental business operations of a non-profit member organization (or similar organization), including supervising staff, managing membership data bases, and communication and accounting software, such as Donor Perfect, Constant Contact and Quickbooks.
 - b) **Developing Budgets and Stewarding Finances**
Briefly describe your knowledge and experience evaluating organizational needs and priorities, developing annual budgets, monitoring expenditures and administering grants.
 - c) **Fundraising, Membership Development and Grant Writing Experience**
Briefly describe your experience (both successes and failures) in raising revenues, through membership development, contributions, and grants.
 - d) **Public/Private Partnership Experience**
Briefly describe your knowledge or partnership experience working with local, multi-county, statewide, or Federal land management agencies, tribes or other organizations.
 - e) **Leadership Experience**
Describe your experience working with non-profit boards to develop strategic plans, recruitment of members, and conducting outreach activities to accomplish mission objectives through working with coalitions, chapter organizations, volunteers and public/private partnerships.
 - f) **Communication Skills**
Briefly describe your skills at communicating orally and in writing.

To view the full job description and complete list of SKA's; see the full job description at www.lewisandclark.org.

For Further Information Call Lou Ritten, President at (708) 354-7778 or Margaret Gorski, HR committee Chair, at 406-552-2072.

Email application materials as PDF files only to Margaret Gorski, HR Committee Chair, LCTHFmgorski@gmail.com by September 1, 2019.

The LCTHF is an equal opportunity employer and is committed to promoting a diverse workplace.

Qualified applicants are considered for employment without regard to race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, political beliefs or other characteristics unrelated to the skills and abilities required for job performance. The organization provides reasonable accommodations upon request to qualified individuals with disabilities during all phases of employment including the selection process. No applicant will be penalized as a result of such a request.

The LCTHF strives to create and maintain a drug-free workplace. The American with Disabilities Act (ADA) requires reasonable accommodation for employees who use legal drugs for a disability; however, this is not the case for medical marijuana, which is illegal under federal law.

An offer of employment will be made contingent on the successful completion of reference checks, criminal records verification, and drug screen. A basic verification includes a check of the National Sex Offender Registry and felony and misdemeanor conviction records check in the applicant's county or counties of residence.

The Foundation will conduct a reference review prior to extending an offer of employment. This review is used to verify information on the candidate's resume and will be conducted in compliance with federal and state of Montana statutes.

The Foundation does not require pre-employment physical examinations as a condition of employment. However, the Foundation reserves the right to require post-offer physical exams and drug screenings in circumstances where the nature of the work renders it appropriate or where Federal law or regulation requires.

Position Description
Executive Director
Lewis and Clark Trail Heritage Foundation
(Approved by 6/19/2019)

POSITION SUMMARY

- Serves as the key professional leader, manager, and advisor of the Lewis and Clark Trail Heritage Foundation (LCTHF).

- Independently oversees the operation of the headquarters office and supervises staff, contractors, and volunteers who implement the programs and policies of the LCTHF including 1) Membership development, recruitment, and services; 2) Coordination, administration, and management of grants; 3) Budget and program development and fundraising; 4) Chapter services and assistance; 5) Partnership outreach; 6) Publication of the LCTHF's flagship publication *We Proceeded On* and *The Orderly Report* newsletter; and 7) Stewardship of the William P. Sherman Library and Archives.

- Provides leadership to grow membership and to unify the organization's chapters and partners across the 4,900 mile long congressionally designated Lewis and Clark National Historic Trail route.

- Shapes and impacts the development of the LCTHF's policies and programs by providing guidance to the Board of Directors and permanent standing and temporary committees convened by the President.

- Serves as the principal consultant to the Board and President regarding organizational strategic planning, program execution, and problem solving.

- Serves as the LCTHF's primary point of contact with state and federal agencies, partners, non-profit and volunteer organizations associated with the Lewis and Clark National Historic Trail (www.nps.gov/lecl) and the Partnership for the National Trails System (www.pnts.org). The geographic area of program operations, management, and oversight covers all active chapters across the United States as well as the 17 states where the officially designated trail is located. The complexity of the Federal administration and management of the congressionally designated national historic trails requires an understanding of select Federal agencies, programs, and policies and the Federal budget allocation process.

Expected leadership techniques include the selection, application, and evaluation of problem-solving strategies and the development of innovative solutions to address the organization's challenges of sustainability created by an aging membership demographic, the breadth of the geographic area

encompassed by the organization's mission and relationship with the National Historic Trail and the need for long term funding.

Integrates national, regional, chapter, and individual member perspectives when evaluating issues and identifying actionable solutions.

Responsibility for this broad spectrum of programs requires the incumbent possess knowledge of theory, concepts, practices, and policies, and the skills to manage the LCTHF's wide range of programs and to provide expertise and guidance to the President, Board of Directors, committee chairs, chapters, government agencies, partners, and private interests.

SUPERVISORY CONTROLS

The incumbent is guided by the LCTHF's overall mission and specific program policies and works under the general supervision of the President of the Board of Directors and receives broadly defined mission and program assignments from the Board of Directors through the President. The incumbent:

- Acts as the business manager for the LCTHF and is independently responsible for the operational and managerial effectiveness of the headquarters staff, the overall program, and the development and execution of an annual budget in cooperation with the Board of Directors and the Finance Committee.
- Carries out all planning and operational aspects of assigned work exercising a wide degree of independence in making decisions relative to the daily management of the headquarters office.
- Reviews the LCTHF's activities for overall program effectiveness relating to chapters and the national program.
- Independently plans and executes Board and President assigned actions.
- Communicates directly with the President, Board members, chapters, and committee chairs to keep them informed of relevant work efforts and consults with them on controversial aspects of the LCTHF policy, broad program goals, national priorities, or those situations that would require financial resources or the development of new or modified national policies.

MAJOR DUTIES

A. Serves as the Nationally Recognized Program Leader of the Lewis and Clark Trail Heritage Foundation (30%)

- a. Represents the Board of Directors and the President at national level meetings with partners, government agencies, non-profit and volunteer organizations related to the Lewis and Clark National Historic Trail.
- b. Works with the Board of Directors to plan and coordinate all the LCTHF activities, policies, and programs to successfully execute the organization's mission and program objectives.
- c. Advises the President, Board of Directors, chapters, and committee chairs effectively and in a timely fashion and communicates all information necessary for the Board to make informed decisions.
- d. Formulates and issues policies to chapters and the general membership.
- e. As directed by the President and Board, takes the lead in organizing workshops, task groups, and specialized training.
- f. Monitors and evaluates staff, committee, volunteer, and chapter performance and conveys findings to the President and Board effectively and in a timely fashion.

B. Financial Management - Including Budget Development and Execution, Performance, and Overall Program Viability (20%)

- a. Gathers input from the library, office staff, committees, the Board of Directors, and the President to develop a prioritized annual budget for the Board of Directors' consideration and approval.
- b. Issues timely monthly financial statements that accurately reflect progress in executing the approved annual budget and draws attention to shortfalls or potential problems.
- c. Oversees the execution of the national office staff and library operating budgets to assure compliance with the annual budget and bring potential execution issues to the timely attention of the Board.
- d. Signs all notes, agreements, and contractual instruments entered into and on behalf of the LCTHF and authorizes the accountant to make appropriate payments or disbursements.

- e. Maintains the financial viability and program integrity of the Lewis and Clark Bicentennial Trail Stewardship Endowment Grant Program through sound financial practices and compliance with legislative endowment guidelines and requirements.
- f. Assures the sustainability of *We Proceeded On* consistent with the overall financial capability of the LCTHF.
- g. Leads the LCTHF's efforts to obtain additional financial resources through seeking out appropriate grants and other fundraising activities.

C. Mission and Strategic Responsibilities (30%)

- a. Works with the Board to develop and execute plans for expanding membership.
- b. Provides guidance and oversight for: 1) all grant programs administered by the LCTHF; 2) the publication of *We Proceeded On*, and *The Orderly Report* and; 3) the operation of the William P. Sherman Library and Archives to assure their effectiveness in carrying out the overall mission of the LCTHF.
- c. Works directly with the Lewis and Clark Bicentennial Trail Stewardship Advisory Committee to assure that the Lewis and Clark Bicentennial Trail Stewardship Endowment Grant Program has effective outreach and communication with potential grantees, disbursements are consistent with program guidelines, payment to partners and corresponding progress reports are provided in a timely fashion.
- d. Serves as the primary consultant to the Board and President regarding organizational strategic planning and program execution and works closely with the Board on all strategic planning initiatives.

D. Supervisory and Office Operations (20%)

- a. Serves as the supervisor of the LCTHF headquarters office and William P. Sherman Library and Archives. Recruits and hires office and library staff and volunteers.
- b. Evaluates and monitors the implementation of the most appropriate computer technology, software programs and apps, website and social media platforms needed as tools to efficiently manage office operations, to implement fiscal responsibilities and to communicate with the Board, chapters, members, and the public.

- c. Communicates to staff and committee chairs assignments, projects, problems to be solved, actionable events, milestones, and deadlines and time frames for completion.
- d. Develops budgets and work schedules and identifies, distributes, and balances workload and tasks among staff and volunteers in accordance with their skill levels and areas of expertise to accomplish work priorities in a timely manner.
- f. Monitors staff work performance and prepares annual performance evaluations. Periodically reports to the Board regarding individual work performance, accomplishments, and attitudes.
- g. Formulates and directs staff and Board training programs.

SKILLS, KNOWLEDGE, AND ABILITIES

The following are the skills, knowledge, and abilities needed to successfully perform while performing the duties of the Executive Director of the LCTHF. The incumbent is expected to possess a significant number through prior experience and training, to acquire those not possessed at hiring through on the job growth, or be able to recognize when outside technical assistance should be acquired.

Factor 1---Understanding and Knowledge Needed to Perform the Major Duties of the Position:

- a. IRS rules relating to the management and operation of 501c(3) non-profit organizations.
- b. Supervisory and human resources management principles.
- c. Membership data base systems (such as Donor Perfect), sufficient to effectively track and communicate with LCTHF members and to interface with the organization's financial management systems (Quickbooks).
- d. State and Federal laws and regulations related to hiring, OSHA work place safety; accommodations for employees with disabilities; rules related to providing disabled visitors with physical and programmatic access to the William P. Sherman Library and LCTHF public programs; rules relating to sexual harassment and gender discrimination in the workplace, and compliance with state and Federal tax, workmen compensation, and withholding requirements.
- e. Basic financial management principles relating to contact administration, accounting, and budgeting.
- f. Office information technology used within the Microsoft Windows environment, such as Excel, Word, PowerPoint; website platforms; and other computer programs and apps needed to efficiently perform the duties of the job.

- g. Fundraising and marketing practices and techniques and grant writing skills.
- h. The use of social media sufficient to achieve Trail Heritage Foundation communication, outreach, and advertising goals.
- i. Techniques needed to effectively plan and manage conference style annual events and trade shows.
- j. A basic awareness of library and document archiving operations and standards to direct the professional management of the William P. Sherman Library and Archives.
- k. An understanding of the complexity of the management of the National Trails System and the Federal land management agencies that administer and manage congressionally designated national scenic and historical trails.
- l. The history of Lewis and Clark's Corps of Discovery Expedition.

Factor 2 – Supervisory and Leadership Duties

With minimal guidance and direct supervision, possesses the ability to provide advice and direction to the Board, committees, staff, volunteers, and chapters in resolving complex problems.

- a. Applies program design, measurement, and evaluation skills to determine the validity and soundness of LCTHF strategic plans, campaign and business plans, operating procedures and programs and independently carries out program activities with chapters and outside organizations across the country.
- b. Work products, including recommendations and decisions, are considered technically authoritative, consistent with Foundation policy and its charter, and consistently accepted by the Board without significant change.
- c. Utilizes supervisory human resource management skills as a first line supervisor to independently lead the LCTHF office and staff and volunteers in managing the routine operating affairs of the LCTHF.

Factor 3 – Guidelines

- a. Independently applies sound judgment and creativity to develop new or improved methods, guidance, or policy to resolve long standing LCTHF issues.

- b. Possesses analytical skills sufficient to interpret and apply Federal and state statutes, legislation, and regulations for the purpose of entering into and satisfying cooperative efforts with other entities in the management and stewardship of the Lewis and Clark National Historic Trail.
- c. Acts as a catalyst to accomplish goals through others – especially the need to extend the LCTHF's sphere of influence through formal agreements and partnership with other Lewis and Clark organizations, governmental entities, tribes, and appropriate private entities.

Factor 4 – Scope and Effect of Position

- a. Incumbent uses the knowledge, skills, and attributes described in factors one through four to establish himself/herself as a nationally recognized consultant to the National Park Service, the Forest Service, and other federal and state partners as they develop policy, regulations, agency guidance, business plans, proposed legislation, grants, and cooperative efforts with or related to the LCTHF.
- b. Uses partnership building skills and experience to create new partnerships with relevant groups managing Lewis and Clark legacy sites located along the entire trail.

Factor 5 – Personal Contacts and Purpose of Contacts

- a. Possesses sufficient verbal communication skills to make contacts with members of universities, private foundations, professional societies, public action groups, state and federal officials, partners, members of various news media public action groups in both structured and unstructured settings to present LCTHF policies, negotiate and overcome resistance, or settle significant controversial issues.
- b. Possesses sufficient knowledge of the legislative process and Congressional communication protocol to be able to effectively communicate with members of Congress and their staffs, and to testify at legislative hearings.

Factor 6 – Physical and Psychological Demands

- a. Although the work is largely sedentary, the incumbent must have the ability to make field inspections that may require hiking on rugged trails and walking for distances greater than one mile on uneven or relatively steep terrain, or riding in boats and motorized vehicles for extended periods of time.
- b. Incumbent must have the ability to effectively handle stressful conditions and situations associated with tight deadlines, supervisory issues, organizing meetings, leading matrix teams, and dealing with disgruntled visitors, customers, and partners.
- c. Incumbent must be able to work at temporary duty locations up to one week in duration.

Factor 7 – Work Environment

- a. The work is primarily performed in an office setting, however; the incumbent may be required to travel to work sites away from the normal duty station from 5 – 10% of the time.

- b. Field inspections may expose the incumbent to risk exposure associated with trails, rugged terrain, or on rivers. In such environments the employee may be required to wear protective equipment such as safety glasses, hardhats, safety shoes/boots, or life vests.