



### **About Methow Valley Citizens Council (MVCC)**

The Methow Valley Citizens Council has a distinguished history of advocating for progressive land use and environmental values in the Methow Valley since 1976. We launched a tradition of citizen activism which is alive and well today in this uniquely beautiful part of Washington State. Among our most notable accomplishments is the major role we played in averting development of a large downhill ski area or golf resort in Mazama, Washington. The healthy rural character of the Methow Valley, with low density development, considerable open space, clean air and water, has been preserved in significant part through our advocacy on land use planning and many other issues over the past four decades. Today, MVCC is the Methow's "go-to" advocacy group on a variety of topics that affect the character of the Valley - from public land issues like a potential copper mine to protecting our shorelines and water resources through land use planning.

For more about the broad suite of issues that we are engaged in, please visit: [www.mvcitizens.org](http://www.mvcitizens.org).

### **Summary**

We are looking for a highly motivated individual to join our dynamic organization. The Executive Director is the Chief Executive Officer of the Methow Valley Citizens Council and is responsible for the organization's consistent achievement of its mission and financial objectives. This position requires a deep and demonstrated commitment to the values of the Methow Valley Citizens Council. Energy, self-motivation and the ability to work both individually and as a team player are vital. The Executive Director reports to the Board of Directors and is supervised by the Board President.

### **Duties and Responsibilities**

#### **Leadership**

- Assure that the Methow Valley Citizens Council has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress.
- Serve as the public face of the Citizens Council as appropriate, in cooperation with other staff and board members.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.

- Working with the Board, determine allocation of staff and financial resources for major issues in which MVCC is engaged.
- Develop and execute a strategy to build our membership base.
- Maintain a working knowledge of significant developments and trends in the field.
- Build a positive climate and image which emphasizes gratitude, both inside and outside our organization.

### **Board Development**

- Lead a well-organized board recruitment process and ongoing prospecting for excellent board members.
- Work to enable board members to contribute to their greatest potential.
- Assist MVCC board committees in fulfilling their responsibilities as appropriate.
- Ensure the board is fully informed on the position of the organization and factors influencing it.

### **Management**

- Be responsible for the recruitment, employment, supervision and release of all paid staff, contractors and interns.
- Manage the MVCC office and the day-to-day business of the Council.
- Oversee and direct the maintenance of basic records and files of the organization and ensure compliance with federal, state and local regulations.
- Ensure all necessary policies are in place and are followed.
- Jointly, with designated officers of the board, conduct official correspondence and execute legal documents.

### **Fundraising, Budget and Finance**

- Develop and execute a fundraising plan to ensure that adequate funds are available to permit the organization to carry out its work.
- Work with the staff and the board in preparing a budget and see that the organization operates within budget guidelines.
- Be responsible for developing and maintaining sound financial practices.

### **Skills and Qualifications**

- Familiarity with and demonstrated passion for the values of the Methow Valley Citizens Council
- Demonstrated leadership ability: At least 5 years of experience with a company, non-profit organization, governmental body, or citizen effort in a leadership capacity.
- Strong organizational and managerial skills
- Excellent communications skills, both verbal and written
- Strong interpersonal skills and ability to be calm, courteous, and focused even under changing and challenging circumstances
- Computer skills or ability to learn such skills necessary to carry out office management tasks (e.g. Microsoft Office, social media, website management, database management)

**Skills and Experience**

- Bachelor's Degree or equivalent experience in a related field required
- Ability to make decisions and act confidently with minimal supervision within the scope of authority while knowing where the limits lie
- Strong work ethic, attention to detail, and ability to complete assignments or negotiate deadlines to address changing priorities and workload

**Compensation, Hours and Work Environment**

- Salaried, exempt status, benefits. Salary range is \$55,000 to \$65,000 depending on experience.
- Exact hours of work are flexible and negotiable.
- Main place of work is the MVCC office in Twisp.
- Some travel, evening hours will be necessary.

**Resume and Cover Letter**

Please send any inquiries, resume and cover letter to [mvcc@mvcitizens.org](mailto:mvcc@mvcitizens.org). Position is open until filled.