



## Job Announcement Executive Director

**Idaho Smart Growth** is seeking an experienced, talented and passionate professional to lead the organization. The ideal **Executive Director** candidate will have an understanding and commitment to Smart Growth principles. Strong candidates will have these qualities: Skilled Communicator, Experienced Manager, Fundraiser, Influencer, and Strategic Visionary.

### **Minimum Requirements**

- Five + years professional experience in one of these areas - non-profit, management, program work, fundraising, leadership, financial planning and management or other related areas.
- Excellent communication skills.
- Outstanding management and organizational skills.

### **Please Provide**

- A resume
- An essay that illustrates your understanding and familiarity with smart growth principles
- Three references

Idaho Smart Growth is a 501(c)3 non-profit organization that brings people together to create great places to live. This is a full-time salaried position. Idaho Smart Growth offers a competitive salary based on experience and a retirement package. For a full job announcement and description and more information go to our website at: [www.idahosmartgrowth.org](http://www.idahosmartgrowth.org).

Email applications to: [office@idahosmartgrowth.org](mailto:office@idahosmartgrowth.org)

Review of applications will begin March 15, 2021; position will be open until filled.

## Job Description

### **The Executive Director has five major functions:**

- Execute or direct all activities of Idaho Smart Growth.
- Manage Idaho Smart Growth programs and personnel.
- Ensure financial stability of Idaho Smart Growth through fundraising and grants.
- Provide organizational leadership for strategic, tactical and financial planning; development of goals and performance measurements; public relations; staff management.
- Increase knowledge of and support for smart growth principles in Idaho.

### **Duties and Responsibilities**

#### *Fundraising*

- Build and maintain effective relationships with current and potential major donor, grant and contract funders.
- Develop grant and contract proposal opportunities. Work with program staff to write grant and contract proposals and reports.
- Develop and implement membership program. Lead membership program, ensuring appeals, renewals, prospect letters etc. in the program are sent regularly.
- Build and maintain donors and membership base for Idaho Smart Growth and engage the board in this activity.

#### *Leadership*

- Provide leadership by implementing Idaho Smart Growth's vision, mission, and goals. and the corresponding strategies, plans, and budgets to achieve them.
- Create and implement fundraising and work plans to implement adopted policies.
- Develop and provide appropriate policy recommendations to the board.
- Motivate Idaho Smart Growth board and staff to accomplish our mission.

#### *Information and Communication*

- Is lead spokesperson for Idaho Smart Growth.
- Ensure communication with stakeholders, members, and donors to keep them informed of the work of the organization.
- Keep abreast of emerging issues of significance to the organization.
- Build and maintain effective relationships with community groups and leaders, funders, and policy makers to help achieve Idaho Smart Growth's goals.
- Coordinate writing and production of regular communication including monthly newsletter and annual report.

#### *Operational and Program Planning/Management*

- Implement goals and performance measures.
- Provide staff support to the board.
- Manage staff and administer personnel policies.
- Ensure compliance with the by-laws and board policies.
- Administer Idaho Smart Growth's day to day affairs.
- Assist the board in the selection and development of board members.
- Meet with Board President monthly and provide and update of the organization.

#### *Financial Planning and Management*

- Develop and implement an annual budget.
- Facilitate regular board review and analysis of financial information.
- Provide oversight and maintain all financial records.
- Ensure that all tax, insurance and other required documents are prepared and filed.