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.

Email applications to: 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 an 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.