

Northern Plains Resource Council

Job Description

Staff Director

Northern Plains Resource Council (Northern Plains) is a non-profit grassroots organization formed in 1972. We are committed to land stewardship, the preservation of family farms and ranches and small businesses, and to providing the information and tools necessary to give citizens an effective voice in decisions that affect their lives. We strive to protect Montana's water, land, and air resources and our unique quality of life in order to pass them on, unimpaired, to future generations. All Northern Plains employees are expected to adhere to this mission.

Staff Director's Role Within the Organization

Northern Plains Resource Council is democratically controlled by its members through the Board of Directors. The Board is made up of both affiliate and general members and meets frequently to determine issues, discuss strategy, and approve direction for the organization. The Staff Director, with the assistance of the Staff Management Team, carries out the directives from the Board of Directors by assigning staff and resources to accomplish these goals. The Staff Director, as well as all other staff, does not vote at Board meetings, lobby Northern Plains' members, or speak to the media or testify publicly unless specifically authorized or delegated this task by the Board.

Job Summary

The Staff Director is responsible for overseeing the success of Northern Plains' entire program by coordinating the membership/staff team approach to issues work. He or she is responsible for the day-to-day operations of the organization. He or she is responsible, with staff assistance, for ensuring that the organization's member leaders are identified, cultivated, and trained. He or she is responsible for initiating and implementing the organization's *Five-Year Strategic Plan* by prioritizing actions, developing creative strategies, and assigning staff to achieve the *Plan*'s objectives. He or she ensures that the organization operates within the Board-approved budget and that sufficient and appropriate internal and external fundraising occurs to meet the organization's financial needs. He or she is responsible for ensuring that the organization complies with all legal and tax requirements of a 501c(3) organization. He or she is responsible for all staff hiring and firing decisions as well as the professional development and evaluation of the staff. The Staff Director is supervised by the Board of Directors.

The position of Staff Director is a full-time salaried position and is considered a professional administrative and exempt position. The Staff Director works independently and has a high level of responsibility and discretion in his/her work assignments. He/she

uses independent judgment to manage the organization and to achieve the organization's goals.

Necessary Qualifications

The Staff Director must have actively participated in (either by employment or volunteer service) and be committed to grassroots organizing, recognizing the role of staff in a member-driven organization. He or she must have leadership and supervisory skills and be able to work without direct supervision. He or she must be able to think creatively, strategically, and practically. He or she must be organized, able to work on many varied issues and tasks at one time, able to delegate responsibilities, willing to assume a background role with member leaders assuming the public role, and have excellent people skills. The position involves significant travel, both daylong and overnight trips, around the state of Montana and out-of-state.

Specific Responsibilities

- 1) **The Staff Director is responsible for the smooth functioning and success of Northern Plains.** This includes:
 - ensuring that the various resolutions passed at the Annual Meeting and the approved motions from the Board of Directors meetings are carried out;
 - ensuring that the appropriate task forces are formed and functioning properly to achieve success on the issues of importance to Northern Plains;
 - ensuring that appropriate and sufficient information is available to the Board (or task force leaders) so that thoughtful decisions can be made;
 - ensuring that Board members have adequate boardmanship training and other resources to enable them to fully understand their role and responsibilities as a Board member;
 - developing and maintaining positive working relationships with Board members, leaders, donors, and allies;
 - working individually with Board members to develop their leadership potential;
 - ensuring that the organization and all its task forces and committees are run in a democratic manner;
 - ensuring that member leaders throughout the organization are identified, cultivated, and trained;
 - meeting regularly with the Staff Management Team to discuss progress, problems and solutions, and strategies;
 - utilizing the input of the Staff Management Team, assigning duties and coordinating the staff necessary to carry out the various functions of the organization;
 - with the assistance of the Staff Management Team, overseeing the day-to-day operations of the organization;
 - ensuring that open and frequent communication exists among the staff and between the staff and membership;
 - when necessary, intervening in the supervision of any staff member even if not directly supervised by the Staff Director;

- ensuring that the entire staff receives sufficient training in order to be effective in their tasks and, in some circumstances, providing this training; and
 - responsibility for the overall quality control of all communications issued by or on behalf of Northern Plains.
- 2) **The Staff Director is responsible for initiating and implementing Northern Plains' Five-Year Strategic Plan and ensuring that appropriate planning takes place for all other aspects of Northern Plains' work.** This involves:
- ensuring that Northern Plains has a Strategic Plan and that it is annually reviewed and revised, as necessary;
 - ensuring that the strategies outlined for each goal in the Plan are prioritized, assigned to the appropriate staff, and accomplished;
 - ensuring that the Board of Directors has the information necessary to annually select and prioritize issue campaigns;
 - ensuring that membership recruitment and retention plans are developed and followed;
 - ensuring that affiliates are active and have appropriate staffing support;
 - ensuring that general members are cultivated and participate in Northern Plains activities;
 - ensuring that the public is aware of Northern Plains, its principles and work; and
 - ensuring that any coalition or alliance that Northern Plains participates in is appropriate and will enhance our organization's goals.
- 3) **The Staff Director is responsible for budgeting and fundraising.** This includes:
- developing the organization's annual budget for approval by the Board of Directors;
 - ensuring that the organization's expenditures stay within the approved budget (should circumstances warrant, obtaining Board approval for cost overruns);
 - ensuring that the organization keeps accurate records, follows standard accounting principles, and files all necessary financial statements;
 - ensuring that a fundraising plan is developed for the organization;
 - developing and maintaining relationships with major donors and other important funders;
 - ensuring that internal fundraising occurs and meets target goals;
 - ensuring that any necessary external funding support is obtained by submission of grants to appropriate foundations, individuals, and other funding sources;
 - ensuring that any obligations specified in grants obtained are complied with; and
 - ensuring that all campaigns have developed a budget and fundraising plan.
- 4) **The Staff Director is responsible for all personnel issues.** This includes:
- directly supervising the Director of Organizing and Campaigns, Director of Communications, Development Coordinator, Comptroller, and the Director of Grassroots Fundraising (this list of currently supervised staff can be amended either by additions or deletions, as needed).

- ensuring that appropriate and qualified staff are hired, oriented, and, if necessary, disciplined or terminated;
- determining starting salaries and, following annual evaluations, any salary increase;
- ensuring that the *Personnel Policies* are up-to-date (when changes are necessary, bringing this to the attention of the Board) and are followed;
- ensuring that each employee receives a copy of the *Personnel Policies* and their job description upon entering employment and that his or her supervisor reviews the document at orientation and annually during the employee's evaluation;
- with the assistance and input of the Staff Management Team, coordinating staff work plans and assisting them in understanding the organization, their role in it, and the organization's priorities;
- ensuring that staff are properly supervised (staff work is regularly reviewed, constructive criticism and praise are given, and the opportunity to grow professionally is available);
- ensuring that staff are properly trained and have opportunities for professional development;
- ensuring that regular staff meetings are held;
- ensuring that job descriptions are appropriate and periodically reviewed and updated by the Organization and Finance Task Force;
- approving all monthly time sheets for employees directly supervised;
- approving all leave requests, including leave without pay;
- ensuring that all expense reimbursements are reviewed and approved;
- assisting eligible staff with the preparation of sabbatical leave proposals;
- handling any employee grievance as outlined in the *Personnel Policies*; and
- ensuring that any aspect of the work that the Staff Management Team is responsible for is accomplished when there are vacancies in the organization.

5) **The Staff Director, as all other staff, is responsible for performing the administrative tasks necessary to accomplish his or her job.** This includes, but is not limited to:

- filling out monthly time sheets and other office paperwork, as appropriate (e.g., requests for leave, sick leave, reimbursements); and
- attending staff meetings, Board meetings, Northern Plains' annual meeting, Western Organization of Resource Council staff meetings, and other meetings and events as required.

