

EXECUTIVE DIRECTOR

CINNABAR FOUNDATION

Status:

Half-time position.

Salary and Benefits:

TBD

Staff Assistance or Support:

None

The Cinnabar Foundation:

The CINNABAR FOUNDATION is a small private foundation established in 1983 to fund grants that address issues related to environmental protection, education, conservation and stewardship in Montana and the Greater Yellowstone Ecosystem. Grants are awarded to qualified nonprofit groups or organizations that seek to fulfill this purpose. Since 1985 the Cinnabar Foundation has awarded over 6.8 million dollars to nonprofit organizations that share our vision and commitment to conserving the natural resources and communities of Montana and the Greater Yellowstone Ecosystem.

Executive Director Job Description:

The Executive Director is responsible for carrying out the goals and objectives of the Foundation as set forth by the Articles of Incorporation, Bylaws, policies, and as determined by the Board of Directors.

The work of the Foundation is to seek and obtain charitable gifts, invest those contributions prudently, and disburse available funds for charitable purposes through funding of grant requests consistent with the Foundation's purposes.

Under the guidance of the Board of Directors, the Executive Director develops and implements plans to accomplish this work. Realizing that the Foundation's growth is dependent on widespread understanding of its mission, the Executive Director must be able to work effectively with a broad range of people who represent many sectors of society. The raising and investing of funds, as well as the administration of grants also requires that the Executive Director maintain effective record and reporting systems designed to inform the Board, government authorities, and the general public of the Foundation's activities.

This position requires a person with demonstrated experience in managing nonprofit organizations, fundraising, public relations, budgeting, grant application assessment and administration, marketing, web site management and program development. Additional requirements include: demonstrated leadership ability; proven communication and organizational skills; and ability to work under pressure and meet deadlines.

This position requires a person who can work a flexible schedule, including occasional work in the evenings and on weekends.