National Off-Highway Vehicle Conservation Council

JOB ANNOUNCEMENT:
Executive Director

Please review the application instructions and required items on page 5 of this announcement.

We encourage you to visit our website in advance of applying to learn more about us at www.nohvcc.org.

The National Off-Highway Vehicle Conservation Council (NOHVCC) is a national 501(c)(3) nonprofit organization that has been working for over 26 years to create a positive future for off-highway vehicle (OHV) recreation. NOHVCC, as a national body of OHV recreation enthusiasts, develops and provides a wide spectrum of programs, materials and information, or "tools", to individuals, clubs, associations and agencies to further our vision of making OHV recreation a nationally accepted outdoor activity and to ensure quality opportunities are readily available to all who wish to participate responsibly.

NOHVCC has expanded its scope of work to include on-the-ground services through an effort known as NOHVCC Management Solutions (NMS) which contracts to provide services and expertise to help create concept plans and feasibility studies, trail layout and design, construction and maintenance services, and management expertise as needed to develop or maintain riding opportunities.

POSITION TYPE: Full-time, salaried.

LOCATION: Negotiable.
While the NOHVCC office and warehouse is currently located in Great Falls Montana, the rest of our staff works remotely from home offices. Please address how you would work with a dispersed staff in your cover letter.

OVERALL PURPOSE OF THE JOB: The Executive Director is the Chief Executive Officer of NOHVCC and works with the Board of Directors, staff, and partners to provide the leadership and direction necessary to fulfill the mission and vision of NOHVCC and continue the growth and positive reputation of the organization. This position leads a coalition of volunteers, staff and partners dedicated to advancing OHV recreation.

REPORTS TO: The Board of Directors.

RESPONSIBLE TO: The Board of Directors, the staff, our partners, and our funding partners.

TEAM SUPERVISED:

Staff:
Executive Assistant/Office Manager – Staff member in charge of accounting, payroll, accounts payable and receivable, shipping, receiving, and other duties as assigned.

Project & IT Manager – Manages various OHV projects and programs, supports NOHVCC teams, manages NOHVCC website, IT support for all NOHVCC staff.

Project Manager – Manages various OHV projects and programs, supports NOHVCC teams and manages OHV workshop series.

Senior Project Manager – Part-time staff member supports and assists project manager with OHV workshops and supports NOHVCC Network Development Team.

Contractors:
NOHVCC utilizes a network of contractors to help fulfill our mission and vision. Some of our contractors are used on a consistent basis and others are used only when their skill sets are needed.

The Executive Director is responsible for maintaining, growing and nurturing our contractor pool, including:

Editor – writes and edits content for the monthly NOHVCC newsletter, press releases and other content as needed.

Trail Contractors – delivers workshops on trail design, construction and maintenance; provides on the ground services as the project(s) require.

PRIMARY RESPONSIBILITIES: *(This list may not include all the duties assigned.)*

Overall Executive Management:

- Oversee day-to-day operations of the organization, including marketing, fundraising, program development, events, budgeting and accounting, as well as management of staff, contractors and volunteers.
- Serve jointly with the chair of the board as spokesperson for the organization.
- Work collaboratively with staff in the development and execution of NOHVCC's programs, outreach efforts, strategic plan, and capacity-building activities.
- Implement the financial policy and report the financial condition of NOHVCC to the Board as required or requested.

- Serve as liaison between NOHVCC and external stakeholders, developing and maintaining productive relationships with other nonprofit leaders, coalitions, and leaders in business and government to cultivate long-term strategic partnerships and donor relationships.

Program Operation Responsibilities:

- Successfully oversee all operational programs, including but not limited to the annual NOHVCC conference and NOHVCC Management Solutions.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain all agency contracts, Memorandums of Understanding and relationships; including but not limited to contracts with US Forest Service (USFS), Bureau of Land Management (BLM) and the Federal Highway Administration (FHWA).
- Oversee all grant reporting obligations.

Board and Team Responsibilities:

- Actively engage, energize, and maintain communication with board members, state partners, partnering organizations, and funders.
- Work in partnership with the Board, staff and Network Development Team to develop, maintain, and support a strong Board of Directors and state partner network.
- Work with Board to develop a strategic plan for NOHVCC; monitor progress made against the plan; conduct annual reviews of and revise the strategic plan once developed.
- Serve as ex-officio of Board
- Meet with the Board of Directors monthly to review and discuss strategic issues, as well as to keep the Board informed of operations, including finances.

Communications Responsibilities:

- Be the primary public face of the organization.
- Be aware of the big picture of the trails world, including public affairs and related legislation, and ensure that the organization is keeping its members and partners informed of key dynamics, decisions, and opportunities.
- Oversee all aspects of communications (internal and external) with the goal of creating a stronger and more supported organization.
- Oversee the updating and maintenance of the NOHVCC website.
- Establish sound working relationships and cooperative arrangements with government agencies, organizations, and private businesses in the trails community.
- Jointly, with the Chair and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers and advice of legal counsel, execute legal documents.

Fiscal Management and Budgeting Responsibilities:

- Work with the Treasurer and the Board in developing and applying sound financial practices and preparing an annual operating budget.
- Oversee accounting system.
- Work toward expansion of the operating reserve fund.

Fundraising Responsibilities:

- Leading the expansion of revenue-generating and fundraising activities to support existing program operations and expansion of the organization.
- Identify potential new funders.
- Lead the development of a balanced funding portfolio, including private and public funding sources.

QUALIFICATIONS:

1. Knowledge, skills, and abilities to meet the responsibilities described above, including:
    - Multi-tasking in a busy environment, prioritizing tasks, and being flexible with a positive attitude.
    - Representing NOHVCC in a knowledgeable and professional manner.
    - Exercising a high degree of initiative, judgment, discretion, and decision-making to achieve objectives.
    - Working independently and on a team.
    - Leading fundraising efforts.

2. Education in business administration, public administration, communications, natural resources, OHV and/or trail management, or a related field is a plus but not required. Please be sure to provide your education background, including any degrees and/or certifications, in your application.

3. Experience: Five years of professional experience in nonprofit management, OHV advocacy and/or management administration, and oversight; development; and budgeting.

4. Interest and love of the outdoors, OHVs and trails.

Any combination of education and experience in OHV advocacy and/or management that provides the knowledge, skills, and abilities listed can be used to qualify.

LEVELS OF AUTHORITY:

- Enter into contracts (up to limit determined by board) and disburse the funds of NOHVCC based on a Board-approved budget.
- Hire, supervise, coach, develop, review performance of, and if necessary, terminate staff and contractors, and determine salaries within the salary schedule approved by the Board.

TYPICAL WORKING CONDITIONS: Involves frequent contact with staff and the public, including agencies, organizations, and partners across the country. Work is performed mostly in the office. Some travel is required, frequent at times. Work may be high volume at times, and will sometimes require long work days/weeks, including nights and/or weekends. Working with volunteers and enthusiasts often requires working around their day job schedules to connect with them.

PERFORMANCE REVIEWS:

Annual performance review of the Executive Director, and self-evaluation for the Board, will be

conducted and completed on an annual basis, based on a process outlined by the Board.

BENEFITS INCLUDE:

- Paid holidays, vacation and sick leave.
- Paid health, dental.
- Matching 401 (k).
- Working with a talented team in an inspiring office atmosphere.
- Working for a national organization that does meaningful work contributing to the betterment of OHV recreation and our world.

SALARY: Salary will be based on experience. The salary will be reviewed for 2018, based on the experience of the person hired, their performance in 2017, and projected revenues.

CLOSING DATE TO APPLY: February 28, 2017, 5:00 p.m. MDT. This position will remain open until filled.

HOW TO APPLY:
Interested applicants must submit the following **three items compiled into a single document**:

1. Cover letter (see details requested in cover letter below)
2. Resume
3. A minimum of three professional references (include name, phone number, and email address)

A cover letter MUST accompany the application for you to be considered. In it, please tell us more about yourself and your commitment to OHV recreation. Please address why you are interested in this position, and how you can help to build NOHVCC. In addition, please address how you would work with remotely located staff.

Please email your cover letter, resume, and professional references to NOHVCC Executive Director Search committee at, EDsearch@nohvcc.org.

No phone calls, please, unless contacted for an interview. Recruiters: please do not contact our office.

EMPLOYER RIGHTS: NOHVCC reserves the right to revise, change, or reclassify this job description at any time in accordance with our business needs. This job description is by no means an implied contract.

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NOHVCC is committed to equal opportunity and equal treatment for all qualified individuals based on individual merit and capability. Our commitment applies without regard to race, national origin, religion or creed, sex or sexual orientation, age, disability, or any other protected class status.