



**The Montana FCCLA Association
Job Posting for Executive Director – Open Until Filled**

May 24, 2018

Montana FCCLA is seeking a full-time Executive Director.

Organization Overview

The Montana Association of Family, Career and Community Leaders of America (FCCLA) serves as the state affiliate for the National Family, Career and Community Leaders of America (FCCLA) organization. Family, Career and Community Leaders of America is a nonprofit national Career and Technical Student Organization (CTSO) for young men and women in Family and Consumer Sciences (FCS) education in public and private school through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. The mission of the organization is to promote personal growth and leadership development through family and consumer sciences education. Focusing on multiple roles of family member, wage earner, and community leader, members develop skill for the life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation. Montana FCCLA works directly with our national organization to provide programming focusing on a variety of youth concerns including safe driving, family relationships, peer pressure, environment, nutrition and fitness, financial education, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace.

Montana FCCLA became its own official non-profit organization in 2013, and it is still in the stages of adapting from an organization led by the Montana Office of Public Instruction with an Advisory Board to running independently with an Executive Director and a Board of Directors. In 2013, Montana FCCLA contracted with a State Director, who served the organization for five years. The State Director and the BOD has recently completed strategic planning work; this strategic plan will take the organization into 2022 (<https://mtfccla.org/vision-2022-strategic-plan/>). Part of this strategic plan includes transitioning from a contracted State Director to an employed Executive Director. Therefore, this position is designed a bit differently than the previous Montana FCCLA State Leadership Team.

Position Summary

Montana FCCLA is searching for an Executive Director to perform the daily tasks of Montana FCCLA as well as manage the organization. The Executive Director will oversee the operations of the entire organization, implement the strategic goals and objectives of the organization, work with the Board of Director's President to enable the Board to fulfill its governance function, and provide direction and leadership toward achievement of the organization's mission, strategy, and annual goals and objectives. The Executive Director will work closely with the FCS Education Specialist at the Office of Public Instruction to keep FCS and FCCLA aligned.

Responsibilities

The Executive Director will be responsible for but not limited to the following tasks: managing the daily tasks of the organization, manage contractors to fulfill the needs of the organization, creating and executing a program of work ensuring grant goals are met, organizing and overseeing the Leadership Rally and the State Leadership Conference, overseeing and managing the State Executive Council, working with the Board of Directors President to ensure the organization's business is transacted appropriately each year to enhance the organization, cultivate and secure partnerships to strengthen the organization, actively collaborate with the OPI FCS Education Specialist to adhere to HB 86 funding requirements and foster the co-curricular component of FCCLA within FCS programs, provide professional development and technical assistance to current and future FCCLA Chapter Advisers and Family & Consumer Sciences Educators, clearly, consistently and effectively communicate with the association's members, manage and maintain the organization's website, travel to appropriate professional development conferences, escort the Montana delegation to the National Leadership Conference, attend in-state events at the local, district and state level, serve as the primary contact with the National FCCLA organization including reporting information as needed, and enhance, grow and expand the organization by adding vitality and excitement to student programs.

Tentative Annual Meeting Schedule

- July: National Leadership Conference attendance, various locations
- August: Leadership Camp State Executive Council Meeting, Emigrant
- October: Leadership Rally, Bozeman; New CTE Professionals Workshop and Montana ACTE Fall Institute, various locations
- January: State Advisers Management Meeting in various locations; Winter/Governor's State Executive Council and Board of Director's Meetings in Helena or Bozeman
- March: Montana FCCLA State Leadership Conference, Bozeman
- June: Board of Directors and State Executive Council Summer Meeting, Bozeman

Accountability

The Executive Director reports to the Board of Directors. The Executive Director will receive an annual review. All other contractors report to the Executive Director.

Decision Making

This position has the freedom to work within the boundaries of the board approved plan of work and the approved annual operating budget. There is a great deal of independent decision making that is required in the day to day operational activities that will be made by the Executive Director. The Executive Director is required to notify the board and seek approval to allow the organization to work outside of the annual operating budget approved by the board.

Work Location, Hours & Employment

The organization is currently based in Bozeman, Montana. Telecommuting and working from home are acceptable when appropriate to the task. The Executive Director is a full-time

exempt position and will include some working hours (evenings and weekends) outside the standard work week depending on the meeting/conference schedule. Work schedule may include some flexibility. As an employee of Montana FCCLA, all required payroll taxes for FICA and Medicare as well as Worker's Compensation Insurance will be paid by the organization. There are no paid employee benefits at this time; the employee is responsible for paying any out of pocket benefits including health insurance and retirement contributions.

Compensation

The annual compensation is set by the Board of Directors and approved within the annual budget. The salary amount will be set based on experience and qualifications.

Requirements

Education & Experience

- Bachelor's Degree in a related field.
- Experience with a youth-centered and/or non-profit organization and event coordination/ management.
- Willingness to travel.
- Possession of a valid Montana driver's license, reliable transportation and required motor vehicle insurance.
- Pass a background check.

Skills

- Excellent written and verbal communication skills. Strong networking and ability to cultivate relationships. Ability to multi-task, meet crucial deadlines and work with a variety of people in different situations. Excellent organizational skills and sound judgement.
- Ability to develop relationships with potential donors and raising private support.
- Competent user of information technology including cloud-based computing and a willingness to learn organization software or implement new systems when necessary. Ability to keep both computer and hard-copy files organized and accessible.
- Demonstrated integrity. Work well independently and be able to take initiative and make good decisions. Ability to manage multiple competing priorities.

Submissions & Questions

Interested candidates shall submit a cover letter, resume, list of references/reference letters, and one or two examples of created visual/word publications (flyer, workshop agenda/program, etc.) to Megan Vincent, OPI FCS Education Specialist/MT FCCLA State Adviser at mvincent2@mt.gov or 406-444-3599; please contact Megan Vincent with any questions. **The review process begins June 7, and it will continue until a suitable candidate is found.**