

**Run Wild Missoula**  
Missoula, Montana



*Position:* Executive Director

*Reports to:* Board of Directors

*Supervises:* Run Wild Missoula staff (two FTEs, one PTE) and volunteers

*Position Status:* Full-time exempt

*Schedule:* Flexible schedule, as business needs warrant. Weekend, evening and early morning commitments are frequent. Occasional local, state, and national travel is also necessary.

**Who we are:**

Established in 2006, Run Wild Missoula has grown to over 1,400 members, providing support and motivation to Missoula, Montana’s running and walking community through group runs, training classes, track workouts, social events and more. Run Wild Missoula also produces the nationally-recognized Missoula Marathon weekend of events which hosts over 6,000 participants. The marathon has annually been voted as one of the top five marathons in the BibRave 100 and is perennially listed as a bucket list race by Runner’s World.

Run Wild Missoula’s mission is to promote and support running and walking for people of all ages and abilities. We believe in the value of each person and celebrate the unique, diverse role each one of us plays in our passion for running and walking. To this end, Run Wild Missoula, is currently taking steps to honor our commitment to Diversity, Equity, and Inclusion. Run Wild Missoula is devoted to creating a safe space within our organization and in our membership.

Missoula has a population of about 100,000 people and is nestled among five valleys in western Montana. Outdoor recreation is an important aspect of quality of life here, and the vast variety of trail and road running options supports a very active, vibrant running community. Surrounded by hundreds of miles of trails, both dirt and paved, Missoula offers a unique abundance and variety of opportunities for a running club. Where else can you run a 2,000-foot-elevation-gain trail from your downtown office during your lunch break? Or run a continuous paved, riverside trail through the middle of the whole city and only encounter one stop light?

**The Role:**

Run Wild Missoula (RWM) is looking for someone to lead our dynamic, successful non-profit running club. We are seeking a passionate, skilled professional to develop and implement the strategic plan, policies, goals, objectives, and mission of Run Wild Missoula. The Executive Director works closely with the Board of Directors, Missoula Marathon committee, Run Wild Missoula staff, and volunteers to ensure that all parties work to carry out the organization’s mission.

**Core Responsibilities:**

No discrete list of responsibilities can address every task or need that will arise as Executive Director. RWM is a lean, responsive, conscientious, and adaptable organization and the ideal candidate will embrace a constantly evolving set of diverse challenges, with the support of other staff and the Board of Directors. The job responsibilities include, but are not limited to:

### **Community and Public Outreach**

- Act as ambassador and leader for RWM within the community.
- Promote and represent RWM's mission, programs, and goals.
- Create and develop ongoing relationships with other community organizations, businesses, and media outlets.
- Actively seek opportunities for RWM to partner with or contribute to other community organizations aligned with RWM's values.
- Be the face of RWM and an encouraging presence at club events.

### **Communications**

- Provide regular, open communication with club members, constantly promoting RWM's mission.
- Ensure effective communication with the Board of Directors, staff and volunteers.
- Oversee all components of external communications, including social media platforms, email, and website maintenance.
- Communicate regularly with local media outlets regarding relevant club activities and events.

### **Fundraising and Sponsorship**

- Oversee fundraising efforts, including sponsorships, donor cultivation, solicitation, grants, and special events.
- Develop and implement sponsorship plans for RWM events and activities.
- Expand local revenue generating and fundraising activities to support and grow existing program operations.

### **Financial Management**

- Oversee and manage the financial health of RWM by maintaining sound financial practices.
- Create annual budget and monitor financial performance for all club activities, reporting results monthly to Board of Directors.
- Ensure compliance with all State and Federal laws, regulations and policies, including maintaining tax-exempt status.
- Oversee and approve all operational financial activity.

### **Organizational Administration**

- Manage and supervise staff.
- Hire, in conjunction with the Board of Directors, additional staff as deemed necessary to fully optimize RWM's mission.
- Provide training as necessary and regularly evaluate performance of all staff.
- Oversees, recruitment of volunteers, and ensuring regular and open communication among staff and volunteers.

- Maximize use of volunteers through effective delegation.
- Ensure all staff and volunteers constantly act in accordance with policies and procedures and are aware of and in support of RWM's mission.
- Attend and facilitate all board meetings, providing information and making recommendations to the Board of Directors in the creation of policies, programs, and the strategic direction of RWM.

### **Membership and Club Activities**

- Oversee all RWM events in accordance with the strategic plan and annual event calendar.
- Recruit and retain club membership.
- Actively engage and energize staff and volunteers in putting on club events, classes, programs and other activities.
- Ensure the use of safe work practices in all aspects to limit possibility for injury to staff, volunteers, race participants, members and spectators.

### **Missoula Marathon**

- Serve as Race Director for the Missoula Marathon, overseeing and delegating all marathon activities and event components to the marathon committee.
- Create and monitor annual marathon budget.
- Ensure all details of the race are successfully planned, organized, implemented, and evaluated.
- Manage the promotion and marketing for all aspects of the events, including website, social media and online communications.

### **Key Competencies:**

- Excitement and commitment to RWM's mission and values of Honesty, Integrity, Professionalism and Excellence in reputation.
- Enthusiastic about running and walking, with a passion for helping other people have fun and achieve their goals.
- Desire to be fully immersed in the community, to connect with people and maintain relationships throughout Missoula.
- Self-motivated with the ability to function independently at a consistently high level.
- Exceptional communication skills.
- Detail oriented with strong organizational and time-management skills.
- Experience and competence with managing financial reports and developing budgets.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Ability to build, interact with and effectively lead collaborative teams of staff and volunteers of a wide variety of personalities and utilize effective teamwork strategies.
- Experience with managing and/or leading an organization, including marketing, budgeting, and financial duties.

- Strong computer skills with Microsoft Office Suite, QuickBooks, and experience with Constant Contact and WordPress.
- Prior experience working with a Board of Directors.

### *Compensation & Benefits:*

The salary for this position is \$65,000- \$70,000 per year commensurate with qualifications. Additionally, Run Wild Missoula offers competitive benefits including healthcare, holiday, and paid-time-off, as well as a collaborative and flexible work environment.

### *How to Apply:*

**Priority Application Date: May 28<sup>th</sup>, 2021**

**Applications received by this date will be guaranteed consideration. Application review will begin after date above and continue until the position is filled**

The following application materials can be submitted either via email, [personnel@runwildmissoula.org](mailto:personnel@runwildmissoula.org) or by mail; Run Wild Missoula; Attn Hiring Committee; P.O. Box 1573; Missoula, MT 59806

- Cover letter describing your experience, career goals and your fit for the position
- Resume
- Names and contact information for three (3) professional references