

## MCAN Executive Director

### Role Description

*Updated March 2020*



*The [Montana College Attainment Network](#) is a diverse set of nonprofit, state government, higher and K12 education- based partners who work to support postsecondary attainment for all Montanans. The Executive Director is the primary contractor for this dynamic network and is responsible for advancing the mission of the network, strengthening industry partnerships and communicating the importance of meeting Montana’s workforce demands for credentialed, and degree holding citizens. This role has several primary responsibilities related to achieving the mission of the organization and advancing its goals. This document is not the exhaustive list of all possible duties, but is a broad overview of the work. This role will be part of a core team of MCAN employees and board leadership, including an AmeriCorps VISTA, a network manager, an accountant and board chair who will collectively work to move MCAN to its exciting next phase.*

### **A unique role**

This position is very designed with an intentionally limited set of responsibilities in mind, and requires a professional who:

- Is deeply committed to educational equity;
- Is a strong communicator, both verbally and in writing;
- Can work over distance with a team and board, and network;
- Has an excellent depth of knowledge about Montana’s educational, geographic and cultural landscapes;
- Works diligently with little direct supervision, in an organized and focused way;
- Can effectively lead a set of strategies that substantially grow MCAN’s organizational capacity, both financial and human capital; and
- Produces excellent results.

### **Background**

This position is specifically designed to carefully expand the financial capacity of MCAN through memberships, partnerships, and grants in just over a year’s time. The Executive Director will work with the team in leading efforts to maintain current programming, convene roles, and successfully expand the funding base for MCAN. The team members are outlined above, so they probably don’t need to be included here. This role will be expected to work between 5-10 hours/week and will be paid as an independent contractor. The individual will need to have a home office and equipment to execute the role successfully. The role will be evaluated for results routinely, and success will be measured largely on fundraising and affiliate membership expansion. Performance will be reviewed informally once per month for the first three months. Pending successful monthly reviews, the position will be formally reviewed at six months and one year’s time.

### **ED’s Charge**

It is the MCAN Board of Directors’ specific desire that MCAN’s Executive Director help develop the funding capacity for the currently limited position to turn into a full-time role and grow MCAN’s programmatic offerings. Once that funding base has been grown, the board is amenable to an expansion of time and commensurate pay, with the goal of building a traditional paid staffing structure.

**Specific Tasks**

As the senior staff member in charge of the substantial task of growing MCAN's funding base, and ability to carry out its mission, the Executive director will be directly responsible for:

- Significantly expanding MCAN's affiliate memberships;
- Seeking and securing appropriate grant funding;
- Leading conference and event sponsorships; and
- Seeking and expanding MCAN's strategic partnerships.

**Required Qualifications**

- 3-5 years work experience within post-secondary education;
- Post-secondary degree and/or significant experience in nonprofit management;
- Experience in policy making/advocacy work;
- Demonstrated budget management experience and fiscal integrity;
- Proficient communication skills; and
- Grant writing experience.

**Desired Qualification\***

- Established relevant relationships (e.g. with K-12, post-secondary, state government, nonprofit); and
- Experience working with first generation/low income students

\*Other combinations of education and experience will be considered on a case by case basis.

---

To apply, submit a cover letter, resume and three professional references to Amy Verlanic, MCAN Board President ([averlanic@mtech.edu](mailto:averlanic@mtech.edu)) by Friday, April 10<sup>th</sup>, 2020.

For more information visit: <http://mtcollegeaccess.org/> or call 406-496-4289