

E.D. Position Description

- The Lewis and Clark Trail Heritage Foundation (Foundation) seeks an Executive Director to lead the organization into the future and incorporate the Foundation's Mission of stewarding the History and telling the stories across the 4900-mile-long Lewis and Clark Trail National Historical Trail (Trail).
- The vast scope and scale of the Trail (essentially from coast to coast) is emblematic of its importance in American and Native American/Indigenous Peoples' History. The Trail represents an extraordinary landscape of the past in the present. It passes through nearly five dozen tribal nations, connects many large urban areas with vast rural communities, and encompasses mighty rivers, mountains, forests, plains, and the Pacific Ocean.
- The Foundation seeks a successful applicant whose current outreach-marketing-networking and administrative abilities will be tested yet grow as they seek the opportunities in reinforcing old partnerships and building new ones, finding new members, and alliances. Outreach and networking skill will be tested at the administrative-staff level, board level, and member-partner level all while knowing that demographic changes are upon the Foundation, and we must bring the past into the present and tell a story for all Americans.
- The Foundation will seriously consider hybrid remote work proposals that demonstrate how present and future Trail users can be better served in the Foundation's core mission as keepers of the stories and stewards of the trail.
- *Minimum requirements:* (1) bachelor's degree in business, marketing, communications, non-profit management, public administration, or comparable field of study; (2) at least five years' experience working with a similar organization. *Salary:* dependent on qualifications, but generally within the \$55,000 -- \$65,000 range, with benefits.
- *For further information on the Foundation,* go to our website at www.lewisandclark.org. You will also find there a tab with additional information on this position. **Please review this additional information for the purpose of preparing your letter of interest/application.**
- *To apply:* Submit a letter of interest, resume, and at least three (3) letters of recommendation. **In your letter, please address the five subject areas set forth in the attachment to our website under the section, "How to Apply."** E-mail your complete application to: Gkline@lewisandclark.org or complete the application process in Indeed. **DEADLINE FOR APPLICATIONS IS NOVEMBER 21, 2023.**