



**Position Description for the
Executive Director
of the
Lewis and Clark Trail Heritage Foundation
And
Additional Background Information**

**About the Lewis and Clark Trail Heritage Foundation [LCTHF]
(www.lewisandclark.org)**

LCTHF is a national membership organization dedicated to preserving the historic legacy of the Lewis and Clark Expedition and protecting the cultural and historic integrity of the landscapes through which the Expedition travelled from 1803-1806. We currently have 1,100 members organized in nine active regions across the United States. Members come from many walks of life and share a common passion for passing along to future generations the lessons that can be learned from this era of our nation's history.

LCTHF is the primary non-profit organization working in partnership with the National Park Service to preserve and administer the Lewis and Clark National Historic Trail. This Trail, designated by Congress, is one of 30 National Scenic and Historic Trails comprising our National Trails System. It extends 4,900 miles from Pittsburgh, Pennsylvania to Fort Clatsop, Oregon.

Where We are Located

The LCTHF national office is located in the Lewis and Clark National Historic Trail Interpretive Center, 4201 Giant Springs Road Great Falls, Montana 59405, overlooking the Missouri River.

Great Falls has a population of approximately 60,000 and is the third largest city in the State of Montana. The city is in Cascade County which has a population of 85,000 and takes its name from one of the five waterfalls located along the nearby Missouri River. The Lewis and Clark Expedition portaged around this ten-mile

stretch of river in 1805.

Great Falls is home to the C. M. Russell Museum Complex, the University of Providence, Great Falls College - Montana State University, and Touro College of Osteopathic Medicine. It is adjacent to Malmstrom Air Force Base, of the nation's three top missile facilities.

Executive Director Position Summary

- Serves as LCTHF's key professional leader, manager, and advisor.
- Oversees the operation of the headquarters office and supervises staff, contractors, and volunteers who implement the programs and policies of the LCTHF, including (1) Membership development, recruitment, and services; (2) Coordination, administration, and management of grants; (3) Budget and program development and fundraising; (4) Region and membership services and assistance; (5) Partnership outreach; (6) Publication of the LCTHF's flagship publication *We Proceeded On* and *The Orderly Report* newsletter; and (7) Stewardship of the William P. Sherman Library and Archives.
- Provides leadership for increasing membership and unifying the organization's regions and partners across the 4,900 miles long congressionally designated LCNHT route.
- Shapes and impacts the development of LCTHF's policies and programs by providing guidance to the Board of Directors and permanent and temporary committees convened by the President of the organization.
- Serves as the principal consultant to the Board and President regarding organizational strategic planning, program execution, and problem solving.
- Serves as the LCTHF's primary point of contact with state and federal agencies, partners, reservations and other Indigenous Peoples groups, and non-profit and volunteer organizations associated with the Lewis and Clark National Historic Trail (www.nps.gov/lecl) and the Partnership for the National Trails System (www.pnts.org).
- Integrates national, regional, and individual member perspectives when evaluating issues and identifying actionable solutions.

Expected leadership practices include the application of problem-solving strategies

and the development of solutions addressing the organization's challenges of sustainability, the breadth of the geographic area encompassed by the organization's mission and relationship with the National Historic Trail and the need for long term funding.

The executive director must possess the knowledge and the skills to manage the LCTHF's wide range of programs and to provide expertise and guidance to our partners and others.

Supervisory Expectations

- Acts as the overall business manager for the LCTHF in conjunction with administrative staff, and is ultimately responsible for the operational and managerial effectiveness of the headquarters staff, the overall program, and the development and execution of an annual budget in cooperation with the Board of Directors and the Board's Finance Committee.
- Conducts all planning and operational aspects of assigned work exercising a wide degree of independence in making decisions relative to the daily management of the headquarters office.
- Reviews the LCTHF's activities for overall program effectiveness relating to its regions and the national program.
- Executes Board and President assigned actions.
- Communicates directly with the President, Board members, regions, and Board committee chairs to keep them informed of relevant work efforts and consults with them on various aspects of the LCTHF policy, broad program goals, national priorities, or those situations that would require financial resources or the development of new or modified national policies.

Major Duties

A. Serves as the Nationally Recognized Program Leader of the Lewis and Clark Trail Heritage Foundation (50%)

-Reports to and represents the LCTHF Board of Directors and the President at national level meetings with partners, government agencies, non-profit and volunteer organizations related to the National Trail.

-Works with the Board of Directors to plan and coordinate all the LCTHF activities, policies, and programs to successfully execute the organization's mission and program objectives.

-Formulates and issues policies to regions and the general membership.

-Monitors and evaluates staff, committee, volunteer, and chapter performance and conveys findings to the President and Board effectively and in a timely fashion.

B. Mission and Strategic Responsibilities (30%)

-Serves as the primary consultant to the Board and President regarding organizational strategic planning and program execution and works closely with the Board on all strategic planning initiatives.

-Works directly with the Lewis and Clark Bicentennial Trail Stewardship Endowment (LCBTSE) Advisory Committee to assure that the Grant Program has effective outreach and communication with potential grantees, and all grant requirements are met by grantees.

C. Financial Management - Including Budget Development and Execution, Performance, and Overall Program Viability (10%)

-Gathers input from the library, office staff, committees, the Board of Directors, and the President to develop a prioritized annual budget for the Board of Directors' consideration and approval.

-Oversees financial statements that accurately reflect progress in executing the approved annual budget and draws attention to shortfalls or potential problems.

-Signs notes, agreements, and contractual instruments entered into and on behalf of the LCTHF and authorizes our accountant to make appropriate payments or disbursements.

-Maintains the financial viability and program integrity of all LCTHF programs including but not limited to WPO and the LCBTSE.

-Leads the LCTHF's efforts to obtain additional financial resources through seeking out appropriate grants and other fundraising activities.

D. Supervisory and Office Operations (10%)

- Serves as the supervisor of the LCTHF headquarters office and William P. Sherman Library and Archives, which presently consist of a Membership/Administrative Assistant and a Librarian/Archivist. Responsible for recruitment of office staff and volunteers.
- Evaluates and monitors the implementation of the most appropriate technology, software programs, and online platforms needed as tools to efficiently manage office operations.
- Communicates to staff and committee chairs assignments, projects, actionable events, milestones, and deadlines and time frames for project completion.
- Monitors staff work performance and prepares annual performance evaluations. Periodically reports to the Board regarding individual work performance, accomplishments, and attitudes.
- Formulates and directs staff and Board training programs.

Skills, Knowledge and Abilities

The following are the skills, knowledge, and abilities needed to successfully perform the duties of the Executive Director:

Factor 1---Understanding and Knowledge:

- IRS rules relating to the management and operation of 501c (3) non-profit organizations.
- Supervisory and human resources management principles.
- Membership database systems (such as Donor Perfect), sufficient to effectively track and communicate with LCTHF members and to interface with the organization's financial management systems (QuickBooks).
- State and Federal laws and regulations related to hiring and workplace safety; accommodations for employees with disabilities; rules related to providing disabled visitors with physical and programmatic access to the William P.

Sherman Library and LCTHF public programs; rules relating to sexual harassment and discrimination in the workplace, and compliance with state and federal tax, workers' compensation, and withholding requirements.

-Basic financial management principles relating to contact administration, accounting, and budgeting.

-Office information technology used within the Microsoft Windows environment, such as Excel, Word, PowerPoint; website platforms; and other computer programs and apps needed to efficiently perform the duties of the job.

-Fundraising and marketing practices and techniques and grant writing skills.

-The use of social media sufficient to achieve LCTHF communication, outreach, and advertising goals.

-Techniques needed to effectively plan and manage conference style annual events and trade shows.

-A basic awareness of library and document archiving operations and standards to direct the professional management of the William P. Sherman Library and Archives.

-An understanding of the complexity of the management of the National Trails System and the Federal land management agencies that administer and manage congressionally designated national scenic and historical trails.

-The history of Lewis and Clark's Corps of Discovery Expedition.

Factor 2 – Supervisory and Leadership Duties

-Applies program design, measurement, and evaluation skills to determine the validity and soundness of LCTHF strategic plans, campaign and business plans, operating procedures and programs and independently conducts program activities with chapters and outside organizations across the country.

-Work products, including recommendations and decisions, are considered technically authoritative, consistent with Foundation policy and its charter, and

consistently accepted by the Board without meaningful change.

-Utilizes supervisory human resource management skills as a first line supervisor to independently lead the LCTHF office and staff and volunteers in managing the routine operating affairs of the LCTHF.

-Applies sound judgment and creativity to develop new or improved methods, guidance, or policy to resolve long standing LCTHF issues.

-Possesses analytical skills sufficient to interpret and apply federal and state statutes, legislation, and regulations for the purpose of entering into and satisfying cooperative efforts with other entities in the management and stewardship of the Lewis and Clark National Historic Trail.

Factor 4 – Scope and Effect of Position

-Uses the knowledge, skills, and attributes described in factors one through four to establish the director as a nationally recognized consultant to the National Park Service, the Forest Service, and other federal and state partners as they develop policy, regulations, agency guidance, business plans, proposed legislation, grants, and cooperative efforts with or related to the LCTHF.

-Uses partnership building skills and experience to create new partnerships with relevant groups managing Lewis and Clark legacy sites located along the entire trail.

Factor 5 – Personal Contacts and Purpose of Contacts

-Possesses sufficient verbal communication skills to make contacts with members of universities, private foundations, professional societies, public action groups, state and federal officials, partners, members of various news media public action groups in both structured and unstructured settings to present LCTHF policies, negotiate and overcome resistance, or settle significant controversial issues.

-Possesses sufficient knowledge of the legislative process and Congressional communication protocol to be able to effectively communicate with members of Congress and their staff, and to testify at legislative hearings.

Factor 6 – Personal Demands

-While the work could be considered office based; the executive director should have the ability to make field inspections that may require hiking on rugged trails and walking for distances greater than one mile on uneven or relatively steep terrain or riding in boats and motorized vehicles for extended periods of time. Applicants submitting proposals to work remotely may consider how that improves and/or impacts physical and psychological demands.

-Must have the ability to effectively manage stressful conditions and situations associated with tight deadlines, supervisory issues, organizing meetings, leading matrix teams, and dealing with disgruntled visitors, customers, and partners.

-Must appreciate cultural sensitivities inherent in dealing with Indigenous peoples and cultures.

-Must be able to work at temporary duty locations sometimes up to one week in duration.

Factor 7 – Work Environment

-The work is primarily performed in an office setting, however; the director may be required to travel to work sites away from the normal duty station.

-Field inspections may expose the director to some risk exposure associated with trails, rugged terrain, or on rivers. In such environments the director may be required to wear protective equipment such as safety glasses, hardhats, safety shoes/boots, or life vests.

Factor 8 – Remote Work

-The Foundation is **open to proposals** that incorporate remote work as an interim, periodic, or permanent work type/environment.

-Remote work will require experience in the use of supporting software such as MS Teams, Zoom, or equivalent. It will require frequent outreach to maintain supervisory, outreach and networking channels/contacts. It can include real-time input suitable for social media to extend the reach and scope

of the position and/or open new avenues for public outreach. A successful proposal could evaluate how remote work can enhance the scope, reach, outreach, membership, and presence of the Foundation.

How to Apply

1. Submit a brief resume summarizing education and work experience.
2. Submit names and contact information for three (3) current references.
3. Provide in your application letter written responses to the following questions/subject areas. Be specific and cite examples of your knowledge, experience or training as it pertains to the question. **Limit your response to no more than one page per question (font size no smaller than 11 point).**

*Proven Management Experience

Briefly describe your knowledge and experience in managing the fundamental business operations of a non-profit member organization (or comparable organization), including supervising staff, managing membership data bases, and communication and accounting software, such as Donor Perfect, Constant Contact and QuickBooks.

*Developing Budgets and Stewarding Finances

Briefly describe your knowledge and experience evaluating organizational needs and priorities, developing annual budgets, monitoring expenditures, and administering grants.

*Fundraising, Membership Development and Grant Writing Experience

Briefly describe your experience (both successes and failures) in raising revenues, through membership development, contributions, and grants.

*Public/Private Partnership Experience

Briefly describe your knowledge or partnership experience working with local, multi-county, statewide, or Federal land management agencies, tribes and Indigenous Peoples, or other organizations.

*Leadership Experience

Describe your experience working with non-profit boards to develop strategic

plans and conducting outreach activities to accomplish mission objectives through working with coalitions, chapter organizations, volunteers and public/private partnerships. Include your experiences with diversity, equity, and inclusion in a current or former workplace.

For Further Information, contact Jim Sayce, President, at (360) 244-9982; or Bill Bronson, Vice President, at (406) 799-9373.

Email application materials as PDF files only to Jim Sayce, LCTHF President, at saycejim@gmail.com by November 21, 2023.

The LCTHF is an equal opportunity employer and is committed to promoting a diverse workplace. Qualified applicants are considered for employment without regard to race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, political beliefs or other characteristics unrelated to the skills and abilities required for job performance.

The organization provides reasonable accommodation upon request to qualified individuals with disabilities during all phases of employment including the selection process. No applicant will be penalized because of such a request.

LCTHF strives to create and maintain a drug-free workplace. The American with Disabilities Act (ADA) and the Montana Human Rights Act (MHRA) requires reasonable accommodation for employees who use legal drugs for a disability; however, this is not the case for medical marijuana, which is illegal under federal law.

An offer of employment will be made contingent on the successful completion of reference checks, criminal records verification, and drug screening. A basic verification includes a check of the National Sex Offender Registry and felony and misdemeanor conviction records check in the applicant's county or counties of residence.

LCTHF will conduct a reference review prior to extending an offer of employment. This review is used to verify information on the candidate's resume and will be conducted in compliance with federal and Montana law.

LCTHF does not require pre-employment physical examinations as a condition of employment. However, it reserves the right to require post-offer physical exams and drug screenings in circumstances where the nature of the work renders it appropriate or where required by federal law or regulation.