

The current Executive Director plans to retire the summer of 2026. CAPNM will start the interview process by mid-March, and hope to place the candidate by June.



Department: Administration	Job Description
Job Description Title: Executive Director	FLSA Status: Exempt
Accountable To: Board of Directors	Position Status: Full Time / Grade 29 / \$123,573, salary, plus benefits
Prepared By: HR, Executive Director	Revision Date: January, 2026

CAPNM is an Equal Opportunity Employer

Job Summary:

The Executive Director will perform administrative and supervisory duties to ensure the proper functioning of the Community Action Partnership of Northwest Montana. The incumbent will act as a liaison between the Board of Directors, Agency Officers, Department Directors and Program Managers. The incumbent will implement and execute policies and represent and advocate on behalf of Community Action Partnership of Northwest Montana to its partners, federal, state and local governments, and the communities served. The incumbent is responsible for all program operations, personnel, fiscal and grant-related business. Protects Agency interests by adhering to established compliance standards.

JOB CHARACTERISTICS:

This position requires strategic leadership, planning, advocacy and lobbying. The position requires travel to attend workshops, conferences and meetings relative to the improvement of the organization. The incumbent must be able to maintain confidentiality while handling sensitive information and be able to secure program funding.

Personal Contacts: This position requires extensive contact with statewide, regional and national associations, all agency staff, Board of Directors, federal, state and local government officials, community residents and other public and private agencies.

Supervision Received: The Executive Director will work under the direct supervision of the Board of Directors.

Supervision Exercised: Direct supervision of Agency Officers, Department Directors and Program Managers. Indirect supervision of the entire staff at Community Action Partnership of Northwest Montana. Serves as the primary lead in conducting monthly supervisory meetings.

Essential Functions: This position requires exceptional communication. The exercise of sound judgment, while making timely and credible decisions, support and assist in securing funding, must read and interpret complex policies and procedures, coordinate projects and supervise employees.

JOB ACCOUNTABILITY AND PERFORMANCE:

Develops and gains Board consensus / approval on policies, goals, objectives and priorities for Community Action Partnership of Northwest Montana. Administers day-to-day operations and programs in accordance with Grantor regulations and federal, state and local laws. Evaluates the results of program operations and report findings to the Board of Directors. Establishes community support and communication with leadership in various organizations in our service area and beyond. Organizes staff and resources, and lead in the performance of their assignments and promotes positive outcomes.

Manages the Community Action Partnership of Northwest Montana including:

- A. Hiring, firing and supervision of the staff
- B. Planning and monitoring projects
- C. Planning and evaluating programs
- D. Scheduling activities
- E. Delineating staff responsibilities
- F. Evaluating staff performance
- G. Developing budgets
- H. Making expenditures
- I. Signing contracts
- J. Co-signing checks
- K. Advocacy and lobbying

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of the goals and objectives of a Community Action Agency. Knowledge of programs administered by and available to the Agency. Knowledge of federal and state programs, regulations and fiscal operations. Knowledge of fund-based accounting.

Skills: This position requires skills in strategic leadership administration and management, organization and writing, verbal, written and interpersonal communication, supervision and proposal and grant writing techniques.

Abilities: This position requires the ability to conceive, plan, design and implement programs, secure program funding, supervise a fiscal management system, supervise administrative and program staff, communicate and represent the agency in dealings and relationships with community residents, governments and private and public agencies, follow verbal and written instructions, establish effective working relationships with employees, the Board of Directors and the public.

EDUCATION/EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. The position requires the following education and or experience:

- A Master's Degree in public/business administration or related field with seven years of experience as an administrator with diverse program responsibilities OR a Bachelor's Degree with ten years of progressively responsible diverse program administrative experience, with at least five of these years in a non-profit organization, and preferably a Community Action Partnership agency.
- Experience in organizing and directing the work of others.
- Must have program management experience.
- Must be able to negotiate with local and state partners and have excellent communication skills.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performances of the preceding requirements and duties. Examples of performance criteria include, but are not limited to the following:

- Makes all decisions in line with the Agency Mission Statement.
- Communicates well with the Board of Directors
- Develops and implements goals, objectives and priorities for the organization.
- Secures program funding.
- Maintains confidentiality of sensitive information.
- Remains calm and professional in stressful situations.
- Prepares and submits accurate and timely reports.
- Maintains effective working relationships.
- Supervises and leads employees.
- Promotes the agency's programs.
- Reviews and evaluates program operations and findings.
- Implements policies and procedures.
- Observes work hours.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.