



Duties and Expectations - Executive Director

GENERAL DESCRIPTION

The role of The Executive Director of Bright n' Beautiful (BnB) is to promote the concept of a clean, green, and beautiful community in Yellowstone County. The Director is the spokesperson for and primary contact and program resource for Bright n' Beautiful, a local affiliate of Keep America Beautiful, the largest community improvement nonprofit in the US. The Director performs a variety of administrative, public relations, educational, and volunteer-management tasks to accomplish the mission of Bright n' Beautiful and, in so doing, contributes to a better quality of life and environment in Yellowstone County. The Executive Director facilitates and enables the Board of Directors to implement programs with volunteers. The Executive Director receives moderate supervision from the Board. Ultimate authority for Bright n' Beautiful lies with the Board of Directors.

RESPONSIBILITIES

Administrative

- Manage the daily operations of BnB.
- Report directly to and coordinate with the Board of Directors.
- Fulfill all financial, KAB and other reporting requirements accurately, comprehensively and on schedule.
- Assist the Treasurer in preparing and maintaining organization budget:
 - Develop estimates and needs of operating requirements.
 - Maintain complete documentation of all BnB purchases.
 - Ensure all accounts receivable and payable are executed on time.
- Prepare and distribute agenda and take minutes of monthly BnB board meetings.
- Submit annual reports to Keep America Beautiful (KAB), including program reporting, completion of annual KAB Community Appearance Survey/Litter Index and timely payment of annual fees.
- Assist Board with annual plan of work and long-range planning for BnB.

Public Relations

- Personally participate in related community activities and events to promote the programs and mission of Bright n' Beautiful.
- Develop and maintain strong relationships with City and County personnel, community partners and news media.
- Always represent BnB in a positive, professional manner.

- Maintain and develop communication tools including BnB website, Facebook Page/Group, press releases, advertising, direct mail, email, and print materials.

Volunteer Management

- Recruit and maintain relationships with volunteers for BnB activities.
- Document and publicize volunteer activities for BnB events.
- Oversee all aspects of Bright n' Beautiful ongoing projects including Great American Cleanup, Yellowstone County Christmas Tree Recycling, Keep Your High School Beautiful, Keep Canyon Creek Battlefield Beautiful, Arbor Day, Community Star Award, and Adopt-a-Spot.
- Encourage and support impromptu volunteer cleanups throughout the year.

SKILLS AND QUALIFICATIONS

- Passion for the mission and vision of Keep America Beautiful.
- Commitment to highest ethical standards and accountability.
- Enthusiastic and cheerful outlook.
- Ability to work cohesively with board members, volunteers, supporters, city/county government, state agencies and vendors.
- Ability to organize effective meetings.
- Initiative coupled with willingness to take direction from the board.
- Ability to effectively speak in public.
- Ability to write clearly and effectively, including press releases, promotional copy, grant applications, presentations, reports, and correspondence.
- Experience in community/volunteer management or willingness to learn.
- Facility with personal computing using Microsoft software and social media management, primarily Facebook.

Compensation: \$1250 per month (negotiable)

Location: Billings, MT

Flexible schedule. Administrative work primarily conducted from home or personal office of Executive Director. Bright n' Beautiful provides office equipment, telephone, internet.

Position available July 1, 2023. Opportunity for successful candidate to train with current Executive Director April through June 2023.

Thank you for your interest!

Please send a cover letter, resume, and contact information for three references to Barbara Turner, Board Chair, Bright n' Beautiful at brightnbeautifulbillings@gmail.com

Position open until filled, interviews beginning March 2023.