

DAKOTA RESOURCE COUNCIL

JOB ANNOUNCEMENT: Executive Director

Dakota Resource Council, North Dakota's only home-grown, statewide, multi-issue grassroots organization, is looking for an Executive Director. The organization's members work together to address issues with sound and successful community organizing efforts, empowering people to speak for themselves on issues important to their lives and livelihoods. Core issues include taking charge of impacts of Bakken oil development, just transition and building resilient local economies, and strengthening family-operated farms and ranches and rural communities. DRC organized in 1978 and is a founding member of the Western Organization of Resource Councils. This position is based in Bismarck.

ROLE: The Executive Director manages the day-to-day operations of the grassroots membership organization, implementing policy and action decisions made by the Board of Directors, task forces, local affiliates, and by the general membership at DRC's annual meeting.

RESPONSIBILITIES

- Work with the Board of Directors to develop and maintain successful Board functioning, including Board recruitment, orientation, and training; provide information to the Board that enables it to make best decisions; and implement all Board actions.
- Hire, assign job duties, supervise and regularly evaluate staff performance in accordance with DRC personnel policies; delegate work duties appropriately; model excellent teamwork and communication skills for staff; and ensure training and development opportunities for all staff.
- Work with the Board to engage in continuous long-range planning and provide leadership to develop and monitor the annual operating plan, including membership recruitment, member engagement, planning goals, and mission achievement.
- Work with the Finance Committee to develop, monitor and administer the annual operating budget of the organization and assure compliance with proper accounting procedures and legal requirements; and work with the Fundraising Committee to design and supervise the internal income development plans for DRC, including relationships with members and donors.
- Demonstrate success in writing grant proposals and in successfully implementing grant requirements.
- Serve as DRC lead contact to maintain an excellent working relationship as a member of the Western Organization of Resource Councils. Continuously assess the feasibility and appropriateness of DRC organizational participation with other community groups and coalitions and advise the Board or specific committees regarding the benefits and costs of various forms of community networking activities.
- Work with the Board and staff to develop and monitor the organization's communications and media strategy.
- Ensure compliance with all state and federal laws.
- Perform other duties as assigned by the Board of Directors

QUALIFICATIONS

- Commitment to the mission and goals of the organization and the community organizing approach to social change.
- Relevant education of at least a Bachelor's Degree.
- Significant experience in both grassroots community organizing and management of not-for-profit 501(c)(3) and 501(c)(4) organizations.
- Necessary skills include leadership; excellent communication and people skills, including good listening and ability to write well; abilities to organize and prioritize work tasks; demonstrated success with staff supervision; and successful experience in grant, individual, and other fundraising.
- Comfortable with farmers, ranchers, rural people, Native Americans, and people from a diversity of backgrounds and cultures; and knowledgeable about one or more of these issue areas: agriculture, food, rural community development, local economic development, oil and gas, coal, renewable energy, civic engagement.
- Ability to do extensive travel within North Dakota and occasional travel outside the state.
- The DRC Executive Director must have significant passion for community organizing, environmental and rural concerns and a demonstrable commitment to democratic decision making by organizational members.

COMPENSATION

Salary based on experience. Generous benefits, including health, life, disability, vision, dental, and retirement investment.

HOW TO APPLY

Send a cover letter, resume, writing sample, and three references to: Don Morrison, Dakota Resource Council, 1200 Missouri Avenue, Suite 201, Bismarck, ND 58504 or email to don@drcinfo.com.

Application Deadline: May 6, 2018.

DRC is an equal opportunity employer that does not discriminate on the basis of gender, race, religion, ethnic background, sexual orientation, gender identity, or disability.