Job Description – Organizational Development Director

Montana Nonprofit Association (MNA) is a membership organization founded in 2001 to promote a strong nonprofit sector in Montana. MNA achieves its mission through advocacy and public policy, access to affordable products and services, organizational development and training, research and information sharing, and network building. Representing the richness and diversity of Montana’s charitable nonprofit community, MNA’s over 650 nonprofit members address a broad array of missions, come from all four corners of the state and everywhere in between, and range in size from the smallest all-volunteer nonprofits to the largest organizations in Montana. MNA is a member of the National Council of Nonprofits that serves over 25,000 nonprofits through its network of state nonprofit associations across the country.

Job Title: Organizational Development Director
Location: Helena
Reports to: Executive Director
Date: July 16, 2012

Essential Duties and Primary Job Purpose

The Organizational Development Director for Montana Nonprofit Association is a leader in a dynamic and pivotal position that directly expands resources for Montana’s nonprofits to strengthen their management capabilities and increase their effectiveness. The position assumes overall responsibility for Montana Nonprofit Association’s professional and organizational development programs, including training, technical assistance, and educational programming to support MNA members and other nonprofits. The position is responsible for strategically developing, implementing, maintaining, marketing and evaluating MNA’s menu of training, technical assistance, and education programs, and includes significant ongoing development and management of relationships with partners at the local, state, and national levels. The position works as part of a team of professionals who serve MNA’s membership through management support, exclusive membership benefits, research and advocacy services.

Representative Tasks and Major Responsibilities

Training and Education Program Activities

- Strategically develop, implement and manage a comprehensive approach to and curriculum for nonprofit training and technical assistance for Montana’s nonprofits based on MNA’s “Principles and Practices for Nonprofit Excellence”.
- Manage all aspects of MNA’s training workshops, webinars and other training opportunities, including leading the team that organizes the annual MNA Conference.
- Develop, launch and manage MNA’s deeper engagement leadership development cohort programs and peer learning communities.
• Develop, support and manage the collaborative relationships and partnerships that are central to MNA’s training and technical assistance programs, including MNA’s informal consultant network and relationships within the larger nonprofit consulting community.

• Assure MNA’s nonprofit education programming responds to the diversity within Montana’s nonprofit communities, including those that are most rural.

• Develop, promote and assure ready access to nonprofit educational materials and resources including MNA’s “Principles and Practices for Montana Nonprofits.”

• Collaborate on and promote distance learning opportunities through institutions of higher learning for nonprofit professionals.

• Develop and manage technical assistance resources for nonprofits including MNA web-based sites for each area of the Principles, a searchable document database of best practice templates, and Frequently Asked Questions.

• Develop and manage MNA’s “Help Desk” person-to-person technical assistance program to support member nonprofit inquiries and build relationships with key technical assistance providers.

• Facilitate member learning and sharing through MNA’s various electronic and social media tools.

• Work within the MNA team to craft and promote member value within all of MNA’s programs and services.

General

• Maintain relations with other statewide associations, professional membership organizations, and appropriate nonprofit networks to inform the development and management of MNA’s training and education programs.

• Manage other training and education staff, including the Organizational Development Coordinator, and volunteers. Oversee all administrative details of developing, managing, marketing and evaluating MNA’s training and education program, including development and maintenance of program budgets, office files and systems associated with training and education programs.

• Other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

• Strong knowledge of the nonprofit sector and nonprofit organizations.

• Ability to think strategically and creatively.

• Systems thinker and problem solver.

• Strong customer service orientation and satisfaction in providing assistance.

• Strong project planning and management skills.

• Knowledge of effective adult learning and/or leadership development practices.

• Ability to manage multiple projects simultaneously.

• Ability to work both independently and in teams.
- Strong collaborator.
- Ability to work in a fast paced, dynamic, and growing environment.
- Excellent written and oral communication skills.
- Proficient in Microsoft Office software. Database and web application knowledge a plus.
- BA/BS in related field. Advanced degree preferred.
- Valid driver’s license.
- Periodic travel around Montana.

EMPLOYMENT DISCLAIMER: This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, sexual orientation or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.