



Executive Director Profile Position

Invasive Species Action Network

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ISAN
INVASIVE SPECIES ACTION NETWORK

About Invasive Species Action Network

Invasive Species Action Network was created in 2008 to address the prevention of the human-caused spread of invasive species. We are a leading non-profit organization on invasive species issues in the West and nationally. Our programs are focused on providing prevention actions and working closely with various partners in agency management, and specific industry sectors to achieve our goals.

Our headquarters are in Livingston, MT where we have been able to work successfully to implement our programs on a regional and national basis. We have multiple areas of focus that our programs address including responsible pet ownership to prevent the release of unwanted pets and provide rehoming options (Don't Let it Loose), responsible non-motorized water recreation (Clean, Drain, Dry), and awareness on invasive forest/plant pests. All areas of program work operate to engage people in prevention techniques.

Position Summary

The Board of Directors is seeking an Executive Director to keep our successful momentum and expand our efforts.

The Executive Director will provide operational and financial leadership for the organization, to ensure that all aspects are running at maximum effectiveness for the greatest impact. The Executive Director will lead and promote an organizational culture that values collaboration, transparency, responsiveness, accountability, and mission alignment.

If you're interested in leading a conservation effort that has the capacity to make a lasting impact in our changing world, then Invasive Species Action Network is an ideal place to apply your expertise. The Executive Director position allows for creative direction and the opportunity to capitalize on candidate skill sets.



RESPONSIBILITIES

- Maintain and expand the funding strategy for the organization
- Manage project implementation by staff
- Ensure business operations of the organization are maintained
- Create new projects and programs to expand our mission
- Create and maintain an annual budget
- Oversee and collaborate with staff
- Create reports and presentations for the board of directors
- Represent the organization in professional settings



QUALIFICATIONS

- A proven ability to perform the responsibilities listed above.
- Ideally 5+ years working in conservation field.
- Bachelor's degree in relevant field.
- A commitment to developing innovative strategies to address invasive species issues.
- Display proven success and expertise in leadership, vision, and guidance for all organizational financial and budgetary issues.
- Highly developed problem-solving and critical thinking abilities.
- Highly skilled in technical decision-making, and reporting.
- Exceptional public speaking and interpersonal communication skills.

COMPENSATION and BENEFITS

- Salary range of \$65,000 to \$75,000 depending on experience, includes vacation, and sick leave. \$10,000 sign-on bonus with signed contract.
- Employer paid health insurance premium, and Health Savings Account contributions.
- Options of life insurance, and Simple IRA with employer match.



PHYSICAL DEMANDS and WORKING CONDITIONS

- The position is hybrid / open to remote placement in the western states, with periodic visits to the headquarters in Livingston, Montana.
- This position reports to the ISAN Board of Directors.
- Work conditions include:
 - Business office environment with moderate noise.
 - Travel by car and plane both within the western states and the U.S. for 20% of the year.
 - Will sit at a desk.
 - Work on a computer, use a telephone and other general office equipment.
 - Lift and carry up to 25 pounds.

HOW TO APPLY

Please submit a resume including references and a 2-minute video explaining your interest in the position. Video should be uploaded/shared via YouTube. Open until filled.

Questions or submissions email: info@stopais.org

Invasive Species Action Network is a 501c3 equal opportunity employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.

