

Job Description: Executive Director of Policy and Development



Compensation: To be determined based on experience

Position FTE: 1.0 (Full-time)

Reports to: Board of Directors

Location: Missoula, Montana

Travel: Approximately 20%

BLUE MOUNTAIN CLINIC OVERVIEW:

Blue Mountain Clinic (BMC), a 501(c)3 non-profit, provides comprehensive healthcare services to Missoula and the surrounding region for over 46 years. Our services include integrated family medicine, sexual and reproductive healthcare, mental health counseling, and gender affirming care. With a team of 20 dedicated staff members, we prioritize individualized, evidence-based healthcare that respects personal connections.

LEADERSHIP:

Blue Mountain Clinic has integrated a Co-Leadership model comprised of an Executive Director of Operations and an Executive Director of Policy & Development, both report to the BMC Board of Directors. The co-directors work closely and collaboratively in distinct roles to ensure the efficient operation, strategic advancement, and the organization's overall success.

JOB SUMMARY:

Blue Mountain Clinic seeks an Executive Director of Policy and Development to join our team. The ideal candidate will develop and implement fundraising strategies, manage grants, and oversee BMC's advocacy and policy program. They must possess solid fundraising experience, a passion for reproductive health and rights, and a commitment to our mission and vision. Leadership skills, adaptability, and a good sense of humor are essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Development:

- Lead fundraising efforts, cultivate relationships with donors, identify new funding sources, and manage donor database and donations processing and acknowledgments.
- Maintain and foster connections with supporters in the community.
- Write grant proposals, support activities outlined in the grant agreement, and ensure timely completion of grant reports and outcomes.
- Coordinate community engagement activities with the Program Assistant.
- Develop strategic plan and funding budgets.

Finances

- Provide oversight of BMC's financial strategy and management, ensuring the organization's fiscal health and stability.
- In collaboration with the Executive Director of Operations, present financial reports to the Board of Directors.

Advocacy & Policy:

- Build relationships with government, nonprofit, and corporate entities to further BMC's mission.
- Participate in coalition partnerships, stay informed on legislative issues affecting BMC's mission, and provide public statement and testimony when necessary.

Communications & Marketing:

- Lead communication efforts, including public visibility, donor appeals, and media engagement to increase awareness of BMC's services.
- Develop content for newsletters and emails, and other relevant platforms.

- Represent BMC to agencies and organizations.
- Oversee website content.

GENERAL DUTIES:

- Establish and maintain effective relationships, project a positive image of BMC, and attend meetings as required.
- Ensuring a healthy, safe and productive work culture for all employees.
- Alert key staff members and the Board of Directors to areas of concern.
- Perform other duties as assigned.

QUALIFICATIONS AND EXPERIENCES:

- Minimum 3 years of development, fundraising, or communications experience.
- Bachelor's degree or equivalent experience.
- Experience in nonprofit organizations, especially advocacy, preferred.
- Basic financial understanding and strong relationship-building and project management skills required.
- Ability to travel approximately up to 20% of the time within BMC's service area.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong communication skills, working knowledge of social change issues, and ability to work collaboratively.
- Exceptional organizational skills, customer service orientation, and flexibility to meet organizational needs.
- Ability to work on multiple projects, respond appropriately to differing perspectives, and appreciate diverse viewpoints.

VALUES, ATTITUDES, AND BEHAVIORS:

- Shares values of compassion, equity, and bodily autonomy.
- Committed to BMC's mission, ensuring access to essential healthcare, including abortion and gender-affirming care.
- Understands and commits to anti-racism and disrupting white supremacy culture and behaviors.
- Treats others with dignity and respect, resolves conflicts promptly, and demonstrates flexibility and adaptability.

WORKING CONDITIONS AND REQUIREMENTS:

- Location: Blue Mountain Clinic in Missoula, Montana.
- Schedule: Full-time (36 hours/week), exempt position; may require occasional nights and weekends.
- Physical requirements: Ability to operate technology, lift supplies, and communicate clearly.

COMPENSATION:

Salary range: DOE. Benefits include health insurance, dental, vision, retirement, paid time off, and holiday pay.

TO APPLY:

Send cover letter, resume, two writing samples (e.g., sample press release, sample grant narrative), and three references to hire@bluemountainclinic.org.

Subject line: "Executive Director of Policy and Development." Applications accepted until the position is filled.

Blue Mountain Clinic is an equal opportunity employer, committed to diversity and inclusion.

Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.