



Friends of the  
**MISSOURI BREAKS  
MONUMENT**

## **Program Manager Position**

### **About the Friends**

The Friends of the Missouri Breaks Monument (Friends) is a membership-driven non-profit, 501(c)(3) organization located in Helena, Montana. The Friends protect and preserve the Upper Missouri River Breaks National Monument through advocacy, education, and stewardship work.

### **Program Manager**

The program manager is a limited-term position that will lead the Friends' stewardship work on public and private lands in and around the Upper Missouri River Breaks National Monument. The primary aim of the organization's stewardship work is to maintain cottonwood saplings, run volunteer stewardship events on the Monument, and work with the BLM and outside partners to build stewardship programs in the area. The program manager will represent the Friends in communications with external non-profits, community members, and the BLM regarding cooperative work and planning. The program manager will also work with our Board of Directors on media and fundraising when not in the field or planning events.

This position will be hired on a contract basis starting on or around May 15th, 2023 and ending on September 30th, 2023, with a pay rate of \$2,500 per month. The successful candidate will have the possibility to extend to a part-time position in the fall-winter months. During the contract, the program manager is expected to work around 30 hours per week at the direction of an assigned member of the Board of Directors (BOD) to complete the work outlined below.

### **Work Location**

The program manager will be expected to work remotely from a self-provided workspace with reliable internet and cellular reception. However, it is expected that the work station be located within Montana and that the selected candidate has reliable transportation for travel throughout Montana. All travel for Friends-related business will be reimbursed at the federal mileage rate from the starting point of the Friends' physical office in Helena.

### **Primary Duties and Responsibilities**

The Program Manager will be tasked with the following deliverables:

- Plan and recruit volunteers for three volunteer events on the Monument, one to include an overnight float trip to maintain cottonwood planting sites.
- Manage the Friends' social media pages to highlight volunteer events and conservation work taking place in Central Montana and that of partner organizations.

- Assist the Board of Directors in writing the Friends' summer newsletter and monthly member communication emails.
- Provide communication of events and other work to the Board of Directors, through monthly Board conference calls.

### **Secondary Projects (as directed by Board Supervisor)**

- Communicate with the Bureau of Land Management to identify Monument needs and plan future cooperative work.
- Write grant proposals/reports and identify possible funding sources for future projects.
- Maintain and update the Friends' website and associated online infrastructure.
- Manage membership and donor programs, from database management to recruitment planning and activities.

### **Additional Position Requirements**

- Considerable travel is required to complete volunteer stewardship activities, gain first-hand knowledge of affected landscapes, and develop strong working relationships with key players on the Monument.
- Some evening and weekend work will be required.
- A valid driver's license and vehicle that may be used for transportation to and from the Monument.

### **Ideal Candidate Qualifications**

- Keen interest in the Monument/the Wild & Scenic Missouri River/conservation/public lands.
- Past work in a collaborative group is a definite plus, especially in advocacy, conservation, organizing, or non-profits.
- Excellent people skills and written and verbal communication.
- Demonstrated ability to work independently, track record as a self-starter.
- Camping and outdoor experience, with an emphasis on leading outdoor group activities.
- Understanding of and sensitivity to dynamics of rural Montana.
- Knowledge of or interest in learning about BLM processes.
- Computer literacy and willingness to learn the programs we use (Word, Excel, Mailchimp, WordPress, Facebook/Instagram/Twitter).
- High energy level, integrity, patience, and a sense of humor.

### **How to Apply**

Please send a complete resume and cover letter explaining your experience and fit for the position to [info@missouribreaks.org](mailto:info@missouribreaks.org). Beginning on April 10th, and following on a rolling basis, the Board of Directors will review candidates and move forward with the interview process for selected applicants. The desired start date for the position is around mid-May.