

POSITION PROFILE

Executive Director

The National Center for Appropriate Technology (NCAT) is seeking an energetic, passionate, experienced and collaborative Executive Director to provide visionary leadership to its dynamic staff, board and partners. In joining NCAT's staff, the Executive Director must be deeply committed to public service and to becoming part of our high performing, passionate, and diverse team.

Founded in 1976, NCAT is a national, private non-profit organization providing trusted, individualized technical assistance, hands-on training opportunities, practical educational resources, and peer-to-peer learning networks on nationally acclaimed projects in food, agriculture, energy, and climate resilience. NCAT has field offices in 11 states. At close of 2022, the organization had an annual budget of \$7 million, with major additional funding expected to be finalized in 2023 for roles or leadership in five Climate Smart Agriculture Partnerships, plus additional new agriculture and energy projects. NCAT is committed to advancing racial equity and inclusion in its work and organization.

This position will report to NCAT's Board of Directors and be responsible for overall programmatic, administrative, and fiscal supervision of the organization while empowering and entrusting Executive Team members to provide day-to-day management and administration. The Executive Director will maintain and grow successful and productive local, regional and national projects that advance NCAT's mission. The experienced professional will represent NCAT's organizational goals and values in a clear and inspiring manner and, with the Board of Directors, assure that the organization has a long-term strategy to achieve its mission in alignment with its values. The Executive Director will partner closely with senior managers to chart NCAT's growth and strategic response to demands for the organization's services.

QUALIFICATIONS:

The position requires either:

- a Master's degree in Agriculture, Energy, Sustainability, Environmental Studies, Business or Nonprofit Management, Engineering or related field, plus a minimum of 10 years of professional management experience, or
- a Bachelor's degree in a related field along with a minimum of 15 years of relevant experience, including extensive program management.

Applicants must have successful management experience in the nonprofit sector, working with the government sector or foundations at the senior level. The position also requires a proven track record of delivering superior results and strategic plan

implementation. Preference will be given to applicants with background and experience in sustainable agriculture; sustainable energy; rural development; and climate mitigation or adaptation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Having and communicating a commitment and passion for NCAT's mission, work, and high standards, through outstanding interpersonal and communication skills, including writing;
- A thorough understanding of non-profit organizational structure, from board of directors to staff roles; finance; business functions and systems, including strategic development and planning, budgeting, IT and human resources;
- Exceptional capacity for managing and leading people; building teams and modeling flexibility, adaptability and commitment to foster a positive work environment; and connecting to staff both as individuals and team members;
- Capacity to enforce accountability, develop and empower leaders from the bottom-up, and lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of different teams, putting people in a position to succeed;
- Ability to think critically, articulate strategic vision, and anticipate future consequences and trends in order to incorporate them into organizational planning;
- Ability to work with CFO and senior management to prepare and manage the budget and to forecast and ensure sustainable, diverse funding streams, including demonstrated success in obtaining federal, state, and foundation grants, major gifts, and funding from other sources;
- Knowledge of local, state and national political landscapes including funding, public policy, pragmatic collaborations and best practices;
- History of effective collaboration with partners to optimize an organization's agenda;
- Proven success in roles requiring execution of multiple tasks while responding to multiple priorities, as well as ability to work with efficiency, flexibility and good humor;
- Experience, including lived experience if applicable, on issues of racial justice and addressing racial, gender, and other forms of discrimination;
- Being a self-starter and courageous, with spark, imagination and creativity; and remaining focused in the face of pressure, unintimidated by tasks, timelines and limitations.

RESPONSIBILITIES:

- Work directly with the Board of Directors to establish strategic plans, organizational goals and policies to further NCAT's mission;
- Lead, manage and support the organization, inspiring passion and providing an overall vision;
- Work with staff to develop and implement project-focused funding strategies;

- Build, develop and maintain productive working relationships with collaborators and partners for NCAT mission-related work;
- Work with staff and Board to identify staffing strategies for the organization and to ensure operational resources needed for growth;
- Work with Executive Team to develop projects, identify funding sources, and maintain sufficient staff and resource capacity;
- Work with Chief Operating Officer and Executive Team to manage ongoing programs including staff, budgets and program deliverables;
- Work with Chief Financial Officer on fiscal management including audit and evaluation, planning, budgeting and maintaining strong, sustainable finance capabilities for the organization;
- Promote diversity, equity and inclusion throughout the organization and externally through collaboration, partners and stakeholders;
- Lead communications and relationships with partners and stakeholders; and
- Execute all other reasonable requests from the Board of Directors.

SALARY AND BENEFITS: \$130,000 to \$150,000 annually, depending on qualifications and experience. Excellent benefits include paid vacation and holidays, health, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional working environment. NCAT will pay reasonable relocation costs.

LOCATION: It is strongly preferred that the Executive Director be located in our historic headquarters in the beautiful mountain community of Butte, Montana. Applicants must be willing to travel.

APPLICATION PROCESS: Applications will be accepted through May 15, 2023 or until a suitable candidate is identified. Early applications are encouraged. All persons interested in being considered for the position must submit a current resume and cover letter highlighting their experience and skills at <https://ncat.bamboohr.com/jobs/>. Questions about the application process can be directed to: Kriss Sullivan, Director of Human Resources; e-mail: jobs@ncat.org.

NCAT's mission is to **help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources**. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We believe that diversity creates healthy communities, and we embrace rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. NCAT is an Equal

Opportunity Employer. Special consideration will be given to applicants who are reflective of the communities that we serve.

For additional information about NCAT, please visit our website at www.ncat.org.