

Two Rivers is pleased to offer an exciting opportunity! We are looking for an involved, self-motivated, community minded person to join our organization as an Office Manager with the potential to move into an Executive Director position. The Office Manager is the key management leader of Two Rivers Economic Growth. The Office Manager is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

The first round of applications will be due by February 16, 2021. The applications can be found on the Two Rivers website, at https://www.growvalleycounty.com/ or picked up at the Two Rivers/Chamber office. Applications may be dropped off at the Two Rivers/Chamber office located at 54147 US-2 Glasgow, Mt in the Plains Plaza or emailed to trg@nemont.net. Please include a resume.

Office hours are 15-20 per week and wage is $18 per hours

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization mission.

• Responsible for leading Two Rivers in a manner that supports and guides the organization’s mission as defined by the Board of Directors.

• Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

• Responsible for the fiscal integrity of Two Rivers, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

• Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

• Responsible for fundraising and developing other resources necessary to support Two River’s mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

• Responsible for implementation of Two River’s programs that carry out the organization’s mission.

• Responsible for strategic planning to ensure that Two Rivers can successfully fulfill its Mission into the future.

• Responsible for the enhancement of Two River’s image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

• Responsible effective administration of Two Rivers operations.

• Responsible for the hiring and retention of competent, qualified staff.

• Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

• A bachelor’s degree, Executive Director Certification, or knowledge of basic duties & aptitude for the position requirements (based on applicant pool)

• Transparent and high integrity leadership

• Proficiency with programs including; QuickBooks, Excel, Word, Publisher and PowerPoint

• Understanding and abilities in marketing, social media and design to promote events and the organization

• Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting

• Strong organizational abilities including planning, delegating, program development and task facilitation

• Ability to convey a vision of Two River’s strategic future to staff, board, volunteers and members

• Knowledge of fundraising strategies and donor relations unique to nonprofit sector

• Skills to collaborate with and motivate board members and other volunteers

• Strong written and oral communication skills

• Ability to interface and engage diverse volunteer and donor groups

• Demonstrated ability to oversee and collaborate with board members & volunteers

• Strong public speaking ability

Actual Job Responsibilities:

1. Planning and operation of annual budget.

2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

3. Serving as Two River’s primary spokesperson to the organization’s constituents, the media and the general public.

4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Two River’s Mission.

5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout Valley County.

6. Strategic planning and implementation.

7. Oversee organization Board and committee meetings.

8. Oversee marketing and other communications efforts.

9. Review and approve contracts for services at the discretion of the Executive Board.

10. Other duties as assigned by the board.

Specific Duties:

• Develop and maintain an updated Master Planning Calendar and share with the board for review quarterly.

• Assisting the Chair in preparing monthly and annual meeting agendas (submit to Chair for review prior to sending out to the Board)

• Notify board members by email of upcoming meetings one week prior to monthly meetings and follow up with a reminder one day before.

• Submit Minutes to the Board no later than 7 days after monthly meetings for immediate review.

• Email Agenda, Minutes and Financial reports to board members 7 days prior to monthly board meetings and bring paper copies to distribute the day of the board meeting.

• Check office mailbox Monday, Wednesday and Friday each week.

• Maintain website monthly and social media presence as needed

• Organize and file documents

• Distribute mail to directors, correspondence to each committee chair, business items to chair

• Check voice mail Monday, Wednesday and Friday each week

o Forward messages to appropriate directors

o Respond to voice mails as directed by chair or committee chair

• Record payments and receipts in QuickBooks; print and mail checks after signing and obtaining the signature of an authorized executive board member (2 signatures from authorized board members are required for personal pay)

• Prepare press releases, marketing materials, ads and correspondence as directed by the board

• Assist the board in obtaining information; grants, contact information, research

• Research and identify grant possibilities and apply for grants as requested by the board

• Ensure committee chairs are holding meetings at least quarterly & more if needed

• Attend monthly Two Rivers board meetings

• Attend Committee meetings and provide a detailed report to the board

\*Attend conferences as the board deems fit and provide a detailed report to the board

• Act as a liaison between the Two River Board and government entities, partners and civic organizations

• Provide the board with an updated board of directors and membership list.

• Solicit new members send and submit membership invoices annually by July 1 for the upcoming fiscal year (July1-June30)

• Plan and facilitate the annual membership meeting (September)

• Other duties as assigned by the Executive Board and/or Board of Directors

• Provide time record to 2 authorized Executive Committee members for signatures on a bi-monthly basis (1st-15th and 16th -31st)

• Submit request for meal and travel reimbursement on a case by case basis to be paid at the current Montana State rates. Meals provided for at events and alcoholic beverages excluded. (For more information refer to the Two Rivers Economic Growth Travel Policy adopted by the Executive Board on 12-6-2016.)

• Maintain an average of 15-20 office hours per week to align with annual budgeted amount.

• Maintain regular schedule and submit a request to the Executive Board to adjust days/times.