



Job Title: Executive Director
Organization: Nate Chute Foundation
Location: Whitefish, MT

Job Summary

As the primary leader of the Nate Chute Foundation and the steward of its mission, the Executive Director is responsible for guiding and overseeing all aspects of the organization. This includes developing strategic initiatives, leading a dynamic team, and executing evidence-based programs aimed at promoting mental wellness and reducing suicide within our community. This operational role encompasses the management of all facets of the nonprofit, including finance, human resources, marketing, community relations, fundraising, programming, and board development. We are seeking a motivated and entrepreneurial individual with unwavering integrity who can collaborate with the Board of Directors to foster innovation and drive the expansion of our critical services.

The Executive Director reports directly to the NCF Board of Directors and currently leads a team of four.

About Nate Chute Foundation

Mission:

The Nate Chute Foundation is dedicated to supporting, educating, and empowering our community to promote mental wellness and reduce suicide.

Values:

- Hope: We believe hope is essential to our existence, resilience, and ability to thrive.
- Community + Connection: We cultivate meaningful relationships with others, ourselves, those we serve, and the work we do.
- Balance + Wellbeing: We consider the holistic well-being of individuals, going beyond any single goal or moment, to support each other and those we serve more meaningfully.
- Integrity: We are committed to honesty, trust, and transparency, doing what is right even when no one is watching.

History:

The Nate Chute Foundation was established in 1999 by Terry Chute and Jane Kollmeyer. Thanks to unwavering community support, NCF has evolved from an all-volunteer, grassroots organization into a robust non-profit employing five staff members and serving communities throughout northwest Montana. NCF provides evidence-based training,

education, and support to local schools, organizations, and communities to build resiliency, identify and intervene with suicidal behavior, and increase access to mental health support by providing financial assistance for professional counseling. The Nate Chute Foundation remains committed to the well-being of our community and continues to expand to meet its growing needs.

Responsibilities

Organizational Operations:

- Oversee the planning, implementation, and evaluation of all NCF programs and initiatives in collaboration with the existing team.
- Continuously expand knowledge of mental wellness and suicide prevention to enhance and improve organizational programs.
- Lead the development and management of strategic plans that build NCF's capacity to meet the evolving needs of the community.

Leadership and Management:

- Advocate for, model, and champion NCF's mission and values with all stakeholders, being actively visible in the community.
- Inspire, develop, and coach NCF employees, fostering a supportive and high-performance culture.
- Manage all human resource activities for the nonprofit, including onboarding, recruiting, retention, management, goal setting, development, and compliance.

Financial Management and Development:

- Manage all fiscal responsibilities, including annual planning, budgeting, forecasting, reporting, internal controls, investing, and achieving annual plan goals.
- Manage the organization from a position of fiscal strength.
- Collaborate with the Development Director to create an annual development and fundraising plan to sustain NCF services.

Communications, Marketing, and Partnerships:

- Seek, cultivate, and foster strategic engagement with community partners.
- Collaborate with the Outreach Coordinator to develop an annual Marketing and Communications Plan.

Board Development and Management:

- Collaborate with the Board of Directors to build, sustain, and strengthen all board functions, including meetings, administration, planning, policy compliance, information dissemination, and committee work.
- Effectively communicate with the Board of Directors to provide clear, concise, timely, and accurate information.

Desired Qualifications and Personal Attributes:

- Bachelor's degree from an accredited college or university; Master's preferred.
- Successful and progressive experience in organizational leadership, people management, fundraising, awareness-building, community relations, and fiscal and programmatic oversight.
- Development and fundraising experience (including grant writing) with a track record of consistent year-over-year growth or development and fundraising knowledge and corresponding success factors such as persuasiveness, relationship-building, articulateness, relatability, and competitiveness.
- Experience in developing and implementing organizational strategy with strong planning and organizational skills.
- Understanding of the complexities of suicide and prevention programs related to mental wellness and working directly with youth.
- Proven experience and success working with a Board of Directors.
- Willingness to work at the NCF office in Whitefish, MT (not a remote role).
- Mission and values-oriented, considering them a framework for all decisions.
- Demonstrates high emotional intelligence and leads by example, being exceedingly inclusive and transparent, with strong interpersonal and communication skills.
- Professional development-oriented with a commitment to ongoing team and self-development.
- Visionary, entrepreneurial, energetic, curious, persuasive, inspirational, and empathetic leader with a strong drive to promote mental wellness and reduce suicide in the community.
- Possesses a can-do attitude, is decisive, and delivers results.
- Willing to work flexible hours, including occasional evenings and weekends.

Employment Classification: Full-time, Exempt

Salary Range: \$72,000 - \$80,000 commensurate with experience

Benefits: PTO, Paid Holidays, Flexible Schedule, Performance-based Bonus, Health Insurance, SIMPLE IRA with 3% match, HSA

How to Apply: Please submit a cover letter and resume with three professional references to apply@natechutefoundation.org.

Application Reviews will begin: November 27th, 2023

Nate Chute Foundation is an equal opportunity employer.