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## **Soil Cycle Executive Director**

**Position Title:** Executive Director

**Pay, Hours:** 25-30 hrs/week; Pay \$21k - \$25k annually BOE

**Soil Cycle's Mission:** Soil Cycle's mission is to promote the natural food cycle by providing environmentally sustainable compost services and education.

**Priority Application Deadline: February 17th, 2023**

### **Job Description:**

Candidates for this permanent position should be highly motivated, creative, flexible, and enthusiastic about soil health and composting. The director works with a small part-time staff, volunteers, and Board of Directors. They must be independently driven while managing and balancing a dynamic team and multiple online systems. The director networks with community partnerships to fulfill the organization's mission. The Director's primary tasks include general administration, correspondence, directing staff and volunteers, program development, content creation, financial management, grant writing, and fundraising. The ideal candidate will be a visible and passionate advocate of sustainable living, climate change action, food waste reduction, cycling, gardening, and overall soil health. Overall, we are looking for a candidate that is eager to learn, give back to their community, and grow the mission of Soil Cycle.

*Graduate level education and nonprofit experience preferred.*

### **Key Responsibilities of this Position Include:**

- Nonprofit Administration
  - Financial responsibility and record keeping
  - Create annual budget
  - Monthly financial reporting and annual report submission
  - Clear and concise communication with Board of Directors
  - Manage Soil Cycle accounts and bills such as rent, insurance, and taxes

- Keep clear records of waste diversion and educational efforts
- Volunteer Recruitment and Coordination
- Communications and Correspondence
  - Membership account management and communication
  - Partners and outreach communications
  - Regular social media posts (FB & Instagram)
  - Creation of outreach and educational materials
  - Maintain user-friendly website
- Development
  - Facilitate annual fundraising efforts and sponsorships
  - Organize annual fundraising event
  - Create and send out annual appeal
  - Regularly write grant proposals
  - Keep quality relationships with major donors
  - Keep organized records of donors and grant reporting
- Management
  - Work closely with staff and cyclist
  - Facilitate weekly staff meetings and monthly cyclist meetings
  - Set monthly goals and support success of projects
  - Manage timesheets and employee taxes
- Environmental Education
  - Facilitation of soil health and food waste education on and off-site
- Community engagement
  - Attend community events
  - Organize Pumpkin Reharvest
  - Serve as the face of the organization
- Marketing
  - Grow Soil Cycle membership base
  - Create plans to market Soil Cycle's mission locally and nationally

**Send resume, references, and answered prompts (see below) cover letter to  
Hannah Brown at [director@soilcyclemissoula.com](mailto:director@soilcyclemissoula.com) &  
Caitlyn Lewis at [caity.m.lew@gmail.com](mailto:caity.m.lew@gmail.com)**

## **Executive Director Application Questions**

*Please include responses in application submission*

1. Explain how your interests and experiences connect you to Soil Cycle's mission?
2. What tools and systems do you use to keep organized, especially when balancing multiple responsibilities and deadlines at the same time?
3. What do you believe is key to successful fundraising and nonprofit development?
4. How would you explain your management style?