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## **Executive Director Position Description**

Writing Coaches of Montana (WCM), a nonprofit organization, seeks a motivated and innovative individual to serve as Executive Director. The mission of WCM is to help prepare students in Montana public schools to become confident, competent writers by graduation. WCM supports teachers by recruiting, training, and supervising community volunteers who conference individually with students, either in the classroom or remotely, on writing assignments that require critical thinking and revision.

WCM has coaching programs in Missoula, Ravalli and Flathead Counties, and currently is developing the technology and methodology to support a shift from in-person to remote coaching sessions. We are seeking an individual to work in close collaboration with our public education partners to lead our organization through this transition and beyond.

The Executive Director (ED) plans, executes, and monitors the administrative programs of WCM; provides advice and consultation to the Board of Directors regarding programs; and oversees strategic program development. The ED publicly represents WCM to stakeholders, partners, and other interested parties. The position reports directly to the Board of Directors.

### **Desired Experience/Skills**

- Strong communication skills
- Leadership/administrative abilities
- Knowledge/proficiency with online educational platforms
- Familiarity with Montana curriculum standards in English Language Arts and Literacy
- Experience with fundraising, donor relations and volunteer recruitment

This is a fulltime position during the school year. Salary dependent on experience. Ideally the Executive Director will be based in Missoula, however, other western Montana locations may be considered.

How to apply: Submit cover letter, resume, autobiographical writing sample and list of three references by August 10th to the WCM board of directors at [writingcoachesofmontana@gmail.com](mailto:writingcoachesofmontana@gmail.com).