

Montana Outfitter & Guides Association (Updated: 2/28/23)

Montana Outfitter & Guides Association Executive Director - Job Description & Advertisement

About MOGA

Since 1949, MOGA has been the State of Montana industry leader in representing outfitters and guides across our great state, in multi-discipline outfitting business models, representing our well over 300 outfitter, guide and business members, which are rapidly growing. Through our vertically integrated approach of advocacy, communication, legislation, education, industry sustainability, marketing and ethics advocacy we bring an urgently needed perspective to the outfitting community in all of its forms.

As we continue to expand these efforts, we seek an Executive Director to lead our association forward with our executive committee, board, our legislative and communication teams, our members and our current employees.

Mission

Our mission is to protect, enhance and effectively represent the Montana Outfitting Industry in all of its forms.

Vision

The MOGA vision fosters a vibrant outfitting industry focused on client safety while providing diverse and ethical customer services. We promote the conservation and sustainable, scientifically based management of Montana's natural resources and the stewardship of our cultural heritage. We are extremely active participants in Montana's enormous tourism economy and advocate for minimal but responsible industry regulation.

Core Values

MOGA's core values include, but are not limited to, professional excellence, integrity, engagement, enthusiastic, respectful, decisive and effective.

Position Summary

Building on MOGA's unique and innovative approaches to outfitting industry advocacy, our Executive Director conducts the ongoing business of MOGA and is responsible for all business operations, including the assets of MOGA; hiring, training, promotion, discipline and termination of employees as well as establishing and maintaining the business organization and structure to efficiently conduct the management functions of the 501 c 6 trade association. The Executive Director will lead in many policy advocacy efforts as well as oversee all activities related to The Hunter and Angler Defense Fund (HADF) function and lifeblood of MOGA.

The successful applicant will be a highly motivated, self-driven, reliable and detail-oriented professional as well as an excellent and prolific communicator, listener and relationship builder. The successful candidate will enjoy working collaboratively in the office with the MOGA team as well as traveling to visit members, decision-makers and various supporters. The position will require representing MOGA on panels and at various public events and engaging in honest,

forward-thinking conversations to communicate the unique role MOGA plays in addressing the challenges of today's constantly changing outfitting industry. Our new Executive Director will have background or lived experience in Montana with an understanding of the state's histories and communities.

Essential Duties & Responsibilities

Policy Development, Legislative Advocacy and Policy Implementation

- Recommends policies to the board and/or assists the board in the formulation of policies for the effective and economical operation of MOGA and its programs.
- Primary contact for legislative efforts and liaison with MOGA lobbyist.
- Serves as lead in accomplishing board approved policy measures involving legislative and regulatory efforts before the Board of Outfitters, the Fish and Game Commission, Governor's office and other entities as needed

MOGA Board Support

- Advise the board of special events, relevant trends, external and internal material changes and the assumptions upon which any board policy has been previously established.
- Marshal as many staff and external points of view, issues and options as needed for fully informed board choices.
- Present information in a form that is understandable and of reasonable length.
- Develops and recommends to the board, specific written long and short-range plans for the development of MOGA programs and services.
- Advises the board as to the financial status of MOGA.
- Maintains appropriate relations with the board and various board committees and keeps them informed.
- Interprets trends in the field of service in which MOGA is engaged, by maintaining involvement in the professional field as a whole.
- Assists with orientation and training programs for the board.

Hunter and Angler Defense Fund (HADF)

- Responsible for all operational and administrative duties related to HADF and HADF outreach
- Focused primarily on the fund-raising arm and lifeblood of MOGA
- Duties include fundraising, fundraising communications, donation tracking, outreach, maintenance and GROWTH of current elective program.
- Promotion, management and oversight.

Communications

- Member relations - the Executive Director manages all activities including coordinating board activities in this area.
- Responsible for directing and supervising MOGA communication contractor, with assistance in messaging, managing workflow, and ultimate responsibility for communication contractor's value to the association.
- Interagency relations
- Maintains appropriate relations with federal, state and local government units.
- Maintains appropriate relations with other agencies in similar fields of service.
- Represents MOGA membership and positions at various Boards and Commissions. Interacts directly with agencies and government forums on behalf of the association.

Budget

- Prepares MOGA budgets and is accountable for control of financial resources, once approved in a manner consistent with 501 c 6 “best” practices.
- Directs all financial operations of MOGA.
- Oversees development of the budget and tracking through quarterly audits.
- Operates within the guidelines in the Board approved MOGA Policy Manual

Operations

- Recommends policies to the board and/or assists the board in formulation of policies for the effective and economical operation of MOGA and its programs.
- Ensures implementation of the policies adopted by the board.
- Primary administrative responsibility for maintenance of agency facilities and regular reporting to various bodies
- Carries primary staff responsibility to ensure that legal obligations of MOGA are met.
- Responsible for being current on best practices and those used by similar member organizations regarding member management and communications, and will from time to time advise the board on how, when and what solutions or practices exist that will continue to enhance the organizational value for our members.

Planning

- Evaluates the services being provided by MOGA in relation to specified goals and standards. Recommends modifications where and when appropriate.
- Recommends new programs to the board.
- Plays a key role in the development and review of strategic planning for the association.

Supervision

- Supervises and directs staff in the performance of their duties.
- Evaluates performance of staff members.
- Provides overall control of and direction for MOGA personnel.
- Recruits and manages volunteer activities.
- Oversees and manages contract employees, such as MOGA lobbyist and outside accountant.

Preferred Qualifications

- Passion for the outdoors and outdoor activities.
- Advanced writing skills for both technical and standard communications.
- Bachelor’s degree advanced degree or equivalent experience.
- Aptitude for critical and creative thinking.
- Experience and understanding of political systems and policy making.
- Valid driver’s license and vehicle.
- MOGA provides an office and office staff in Helena. Our board strives for flexibility and collaboration with the executive team. Presence at legislative and other identified function is a prerequisite, and we highly value our team’s presence in the office.
- Experience in managing a non-profit would be favored.

Location

MOGA - World Corporate Headquarters located in Helena, Montana

To Apply

To apply please submit the following in confidence to: moga@mt.net

- Resume or CV
- Cover letter detailing your interest in the position and your current understanding of MOGA, and our role in the outfitting industry
- Three references

