



Position Guide

Executive Director

<https://www.byep.org/>



POSITION: Executive Director

REPORTS TO: Board of Directors

LOCATION: Bozeman, Montana

Mission: *Big Sky Youth Empowerment (BYEP) provides opportunities for vulnerable teenagers from Gallatin County, Montana, to experience success with the goal of becoming contributing members of the community through group mentorship and experiential adventures.*



Core Values: *These eight core values guide our decisions, our intentions, and our interactions with participants, mentors, staff, board members, parents, community stakeholders, and one another. At BYEP, we...*

- *Make decisions in the best interest of youth*
- *Share a Commitment to quality*
- *Do what is right*
- *Know we are all connected*
- *Operate from a growth mindset*
- *Take good care of yourself*
- *Embrace Diversity, Equity, and Inclusion*
- *Have fun!*

What is Big Sky Youth Empowerment?

Big Sky Youth Empowerment (BYEP) is an adventure-based group mentoring program that has served the young people in the Gallatin Valley for the past twenty years. More than 900 teenagers later, BYEP has come a long way since its inception. However, the vision remains unchanged: fill in the spaces that school and therapy do not have the means to access, empowering young people through authentic connections made during amazing outdoor adventures, and weekly workshops, throughout winter, summer, and fall. With the completion of the new BYEP facility, the organization currently serves a population of approximately 150 youth age 12 to 18, with the support of over 50 volunteer mentors and tutors.

Participation in BYEP is voluntary. It is an opportunity awarded to vulnerable youth throughout Bozeman and Belgrade who want to make a change in their lives. In the program, youth are grouped with peers, mentors, and program managers and participate in weekend adventures and weekday workshops. Adventures build confidence as participants are challenged in various

settings around Gallatin County. Weekly workshops focus on a social emotional life skills curriculum that includes topics such as building healthy relationships, independent decision-making, and interpersonal skills. The goal is to equip teenagers with skills to make educated decisions towards an empowered and independent future.

BYEP is governed by a 10-member Board of Directors with an approximately \$1.6 million annual budget, and a full-time staff of 11. For more information regarding BYEP, please visit <https://www.byep.org/>.

The Opportunity

The organization serves a diverse cohort of youth: 70% are from the Bozeman School District, 24% from Belgrade, 6% are enrolled in home school or pursuing their High School



District, 24% from Belgrade, 6% are enrolled in home school or pursuing their High School Equivalency Test, and 1% are from the Manhattan School District. Eighty-four percent of these youth identify as White, 6% as American Indian/Native Alaskan, 3% as Hispanic/Latino, 2% as Asian, 2% as Native Hawaiian or Other Pacific Islander, and 3% as Multiple Races. Fifty percent of youth identify as male, 41% female, and 9% non-binary. Forty-four percent of program participants qualify for free or reduced lunches, 51% present with symptoms of depression, 50% report conflict in the home, 23% have been in trouble with the law, and 40% have seriously considered attempting suicide or do not wish to disclose their suicidal ideation. One hundred percent of these youth present with at least one risk factor, 73% present with three or more, and 25% present with seven or more. Additional risk factors include substance use, suspension from school, treatment in a residential facility, abuse, high emotional distress, homelessness, exposure to violence, and more.



Half of teens in the United States (all 42 million of them) meet the criteria for a mental health diagnosis. Anxiety, depression, suicidal ideation, self-harm, PTSD, ADD/ADHD... the list goes on. With the rate of teen suicide in Montana more than double the national rate and an increasing number of U.S.

teenagers meeting the criteria for a mental health diagnosis each year, the need for programs like BYEP is both clear and growing. This is an opportunity for the next Executive Director to work strategically and collaboratively with the BYEP board and staff to meet the evolving needs of teens and define the organization's future impact.

Candidate Profile

BYEP seeks a leader who is passionate about teens achieving their full potential and living empowered, independent futures. This dynamic individual will inspire stakeholders, community leaders, partners, donors, board, and staff to work collaboratively to achieve BYEP's mission.

This effective leader and experienced manager fosters vibrant teamwork, pursues quality, supports inclusion, and engenders mutual respect while accelerating progress on the organization's outcomes. This is a high-profile, high-energy position, requiring a dynamic and compelling individual who will motivate and mobilize others to support BYEP's impact.

- **Leadership.** Provides leadership and vision to the board, staff, volunteers, and other constituents in achieving the organization's mission, values, and goals. This individual is approachable and authentically engages and values the perspectives of others. They understand the importance of culture and can demonstrate success in both growing and sustaining an organization.



- **Fundraising.** Personally raises money and increases BYEP's fund development results by working collaboratively with the board and staff. Understands the dynamics of effective fundraising programs and systems. Builds durable and effective relationships with funders and donors.
- **Business Acumen.** Leads creation of strategic, operating, and financial plans, including the annual budget. Ensures coordination and alignment of all activities, initiatives, and programs within BYEP's mission and values. Runs a fiscally sustainable organization and reports ongoing operating and financial results to the board. Monitors day-to-day financial transactions. This individual brings mission criteria and financial rigor to opportunity assessment. Establishes metrics for performance and measures of success for all facets of the organization's operations. Assesses organizational capacity to implement strategies, identifies gaps in systems and staffing, and develops plans for correction, contingency, and succession. Anticipates factors accelerating or impacting the success of the organization. Sets high ethical standards and is accountable for the organization's results.
- **Management.** Coaches and supports a diverse staff inclusive of many different lived experiences, identities, and philosophies, while creating an equitable and inclusive work environment. Builds and perpetuates a collaborative, creative, and participatory culture. Works to strengthen and grow the human capital of the organization through ongoing staff development. Manages and mentors organizational leadership and direct reports. Enhances infrastructures and systems to support the work of staff and the organization's operating results. Responsible for the annual operating results, financial performance, and impact of this dynamic organization.
- **Relationships.** Actively solicits the participation and involvement of others. Builds effective and durable relationships that translate into long-term successful collaborations, impactful partnerships, and fundraising results. Delivers excellence through personal accountability, motivation, and engagement.

- **Future Focus.** Strategist who is attentive to the rapidly changing external environment and dynamic communities served. Fosters strategic thinking among the organization’s board and staff to accelerate progress on the organization’s mission, improves the effectiveness of BYEP’s programs, and builds organizational resiliency.
- **Governance.** Maintains individual relationships with each BYEP board member. Understands nonprofit governance and has the skills to support the board’s development as the organization’s strategic governing body. Frames issues for board review, discussion, input, and action. Advocates for the board’s development, evaluation, and performance.
- **Communications.** Presents complex information clearly, accurately, and transparently. Elevates BYEP’s presence and image statewide. Acts as BYEP’s primary public representative, speaking on behalf of the organization with the media, partners, and a diverse range of constituents, in small groups and at large public events. Demonstrates facility with digital media and has outstanding written and oral communication skills.



Qualifications

This individual will demonstrate CEO, Executive Director, or equivalent leadership experience gained over a career of progressive management experience in the nonprofit, corporate, and/or government sectors. This executive has experience mobilizing talent to support impact and organizational outcomes. It is expected that candidates can demonstrate success in building durable relationships with board, staff, volunteers, partners, stakeholders, and donors. This results-oriented leader will demonstrate success in operating a financially healthy and sustainable organization.

To apply, please submit a current resume and letter of introduction, as soon as possible, to Kittleman & Associates, LLC at <https://bit.ly/3HayKbF> (click on the Apply button at the bottom of the page).

Compensation and Benefits

The salary range for this position begins at \$130,000 and will be commensurate with experience. BYEP provides a wide range of benefits as part of their total compensation package. Among these benefits are a health plan consisting of medical, dental, and vision insurance. BYEP will assist employees in opening a simple IRA account in which employees may contribute part of their pretax compensation. BYEP will match up to 3% of the employee contribution to the plan. Employees are eligible for IRA matching six (6) months after date of hire.

Equal Opportunity Statement

BYEP values diversity. We believe that all employees and applicants should be treated with dignity and respect. At BYEP, we do not discriminate in employment based upon race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, pregnancy or sex, except where the reasonable demands of the job require such a distinction to be made. BYEP will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the organization.

