



Ronald McDonald House Charities® of Eastern Montana (“RMHC Eastern Montana” or “the House” or “Organization” or “Chapter”) is searching for their next Executive Director. Since 1982, RMHC Eastern Montana has been a beacon of hope providing shelter, food and support to families seeking medical care for their seriously ill children. You have the opportunity to be a defining person in the care and support of the families who call our House “home”. In addition to the RMHC Eastern Montana Team, you will be part of the Ronald McDonald House Charities global system of over 1,000 House, Family Room and Care Mobile Programs in 62 countries and regions. For more information, visit [rmhc.org](http://rmhc.org) and [rmhcbillings.org](http://rmhcbillings.org).

Ronald McDonald House Charities' purpose is to care for families of children who are ill or injured. The overarching global mission is to provide essential services that remove barriers, strengthen families and promote healing when children need healthcare while it's vision is a world where every family has what they need to ensure the best health outcomes for their child. Values help guide the Organization's overall culture and its decision making, hiring and team building. They are:

- We lead with compassion
- We are deeply respectful
- We act with integrity
- We are firmly committed

Reporting to the Board of Directors, RMHC Eastern Montana's Executive Director will carry out the directives of the Board and have overall strategic and operational responsibility for the Organization's staff, programs, and execution of its mission. The Executive Director serves as the face of the Chapter and represents RMHC of Eastern Montana with the highest level of integrity and personal conduct with the greater Billings community.

**Essential Functions:**

- Oversees daily operations of the Chapter and provides executive direction for program strategies and efficiencies, compliance, and quality assurance
- As the face of the Chapter, strengthens existing donor, hospital and McDonald's relationships and develops new relationships with community businesses, foundations and individuals, with a focus on major gifts and grant opportunities
- Works collaboratively with the Board of Directors, and supports board and committee meetings with meeting preparation, agenda discussion topics, meeting minutes, and meeting follow-up tasks
- Manages staffing and volunteer requirements to best serve the overall needs of Chapter operations and development/marketing needs
- Supports and strengthens the Chapter's culture through fair and appropriate coaching, annual performance appraisals, developing a replacement and succession staffing plan, thereby attracting and retaining a strong mission-driven staff

- Champions a spirit of collaboration to advance Organizational goals and build a shared sense of purpose among the team; motivates and guides the team to be well organized, creative thinkers and problem solvers
- Supervises Director of Operations and development team members, establishing goals to support growth and operational excellence
- Maintains accountability for the operational and fiscal integrity of the Organization within policies set by the Board of Directors, RMHC Global and per current laws and regulations
- Responsibly manages the overall annual budget and financial processes, presenting periodic financial reports to the Board of Directors and managing Organization revenue and expenditures to its annual budget
- Responsible for internal and external reporting and compliance, including but not limited to RMHC Global Annual Outcomes Report, RMHC Global financial metrics, annual audit process, IRS 990 and MT reporting requirements
- Makes financial decisions and program recommendations based on a comprehensive understanding of the Organization's overall financial position and future strategic needs
- Ensures the Chapter has documented policies and procedures which align with RMHC Global best practices
- Represents RMHC Eastern Montana as the main spokesperson with local media, hospital partners, McDonald's owner/operators, and the Ronald McDonald House Charities global system

**Qualifications:**

- A heart to serve and a passion for the RMHC Eastern Montana
- Bachelor's degree in business administration, human services or related area preferred
- Experience in executive leadership, preferably with non-profit organizations managing teams, budgets, resources, and processes
- Demonstrated experience as a leader of people; knowledge of principles and practices of supervision, including staff and volunteer management
- Understanding of fundraising and development channels including individual and corporate donors, major and planned gifts, annual and capital campaign, events, grants, etc.
- Proven networking and relationship building skills in the greater Billings community
- Dynamic, charismatic team player who enjoys being the face of the organization
- Exceptional verbal and written communication skills

RMHC Eastern Montana is an equal opportunity employer and provides a full benefits package.

Interested candidates can send their resume, cover letter, and expected salary range to Ann Petrie at [annpetrie10@gmail.com](mailto:annpetrie10@gmail.com).