

## **MTDI Affiliate Director**

### **Position Description:**

The Affiliate Director (AD) is an experienced leader who is passionate about the organization's vision and mission and acts as the Executive Director of Montana Destination Imagination. This is a volunteer position appointed by the MTDI Board of Directors to oversee and administer the DI Challenge Experience within Montana and the day to day business of the MTDI organization based on the policies, procedures and bylaws of the Governing Board. The Affiliate Director will represent MTDI at all appropriate Destination Imagination meetings and activities. As a director of MTDI, the Affiliate Director will support the vision and the mission of the organization, and will act responsibly and prudently.

### **Required Skills and Qualifications:**

- Excellent listening and collaboration skills
- Able to meet program deadlines
- Demonstrate an innovative, solutions-oriented, visionary management style.
- Financial planning and budgeting experience.
- Excellent oral and written communication skills, highly organized, and high-functioning computer skills
- A bachelor's degree from an accredited four-year college or university is preferred.

### **Duties and Responsibilities:**

#### **Liaison between MTDI and Destination Imagination, Inc.**

- Attend twice yearly Affiliate director meetings.
- Disseminate information from DI, Inc to the DI Board of Directors, volunteers and teams

#### **Organizational and Program Leadership**

- Manage operations and communicate effectively to provide accurate and timely information.
- Guide the development, promotion and implementation of a clear strategy and vision for MTDI's role in advancing the DI program.
- With the Board of Directors set annual organizational goals to accomplish MTDI's vision
- Implement risk management strategies and ensure that bylaws, policies and procedures are followed.
- Ensure compliance with federal, state and local regulations.
- Direct and support volunteer recruitment, development, and training.
- Serve as a non-voting member of the Board of Directors
- Assist Tournament Director in planning and organizing the Affiliate Tournament.

#### **Financial Management**

- Oversee fundraising strategies, grant writing, proposal submissions and reporting.
- Develop and cultivate relationships with existing and new funders
- Assist in compiling reports for foundation and other funding partners.
- Oversee fundraising, reporting, and the annual budgeting process to successfully carry out organizational mission and activities.
- Present all receipts and invoices to treasurer in an accurate and timely manner.
- Manage expenditures in accordance with approved budget.
- Ensure policies and reporting uphold requirements as outlined by IRS regulations for nonprofits.

Other duties as assigned

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*Time:* Average of 500 hours per year (varies seasonally based on events).

### *Compensation*

This is a volunteer position with an annual consultant stipend of up to \$3000.

The Affiliate Director will be acting as an independent consultant and not as an employee. There will be no employer/employee relationship.

The Affiliate Director must provide own transportation and proof of required vehicle insurance.

MTDI does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, veteran status, marital status or any other characteristic protected by law.