



Executive Director

Job Description

The mission of Family Promise of Gallatin Valley is to empower families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Our vision is that family homelessness is brief and non-recurring.

Classification: Exempt; with evenings and weekends, as required

Salary: \$120,000-\$140,000 (DOE) + Competitive Benefits Package

Reports to: Family Promise of Gallatin Valley Board of Directors

Location: Bozeman, MT

Position Summary

The Executive Director (ED) of Family Promise of Gallatin Valley (FPGV) is responsible for the overall leadership, strategic direction, and management of the organization. The ED will be an advocate for systemic solutions to housing instability at the local and regional level and will work closely with the Board of Directors to advance FPGV's mission of supporting children and families experiencing housing instability through shelter, housing, and early learning programs.

The ED provides visionary, values-based leadership; ensures strong financial stewardship; oversees programs and operations; cultivates relationships with donors and community partners; engages a board of directors; and leads a high-performing staff team. This role requires a balance of strategic thinking, compassionate leadership, and operational excellence.

Key Responsibilities

Organizational Leadership & Strategy (30%)

- Serve as a leader and public representative of FPGV, including with Family Promise National and peer affiliates
- Partner with the Board of Directors and committees to develop, implement, and advance strategic priorities
- Ensure organizational practices align with mission, values, and commitment to equity
- Identify emerging community needs and guide effective, mission-aligned responses
- Advocate for policy and systems changes at the local and state levels to address root causes of housing instability
- Strengthen organizational alignment, culture, and internal communication through collaboration, innovation, and continuous improvement

Fund Development & External Relations (20%)

- Partner with the Development Director to establish and execute comprehensive fundraising strategies, including individual giving, major gifts, grants, capital campaigns, and events
- Personally cultivate and steward relationships with donors, foundations, corporate partners, and community stakeholders
- Ensure consistent, mission-aligned messaging, storytelling, donor recognition, and gift stewardship in accordance with board-approved policies

Financial Management & Sustainability (30%)

- Oversee the development and management of the annual operating and capital budgets
- Ensure sound financial practices, internal controls, and compliance with regulations
- Leverage financial data to drive executive-level decision-making and organization growth
- Monitor financial performance and report regularly to the Board
- Partner with Finance Committee ensure long-term sustainability
- Ensure timely and accurate financial reporting, including monthly financial statements and cash flow analysis
- Works with Senior Grants Manager to ensure compliance with all grants, contract, and donor financial requirements
- Proactively assess financial risks and develop strategies to maintain organizational stability

Program Oversight & Impact (20%)

- Provide strategic oversight of all FPGV programs, including housing and early learning
- Ensure programs are high-quality, trauma-informed, compliant, and responsive to needs
- Use data and outcomes to evaluate impact, demonstrate effectiveness, and drive continuous improvement
- Lead, support, and supervise senior staff; promote staff well-being, accountability, and collaboration
- Support the development of innovative and scalable solutions to housing instability and early learning needs

Qualifications

- Bachelor's degree required; advanced degree preferred
- Minimum of 5 years of senior nonprofit leadership experience
- Strong communication skills
- Oversee the development of innovative solutions to housing instability and early learning
- Champion data-driven decision-making to demonstrate program effectiveness
- Understanding of housing insecurity issues and childcare services
- Demonstrated success in fundraising and donor relationship management
- Strong financial acumen and experience overseeing budgets
- Experience leading teams and managing complex operations
- Commitment to equity, dignity, and trauma-informed practice
- Excellent communication, relationship-building, and leadership skills

Desired Attributes

- Mission-driven and values-centered leader
- Collaborative and emotionally intelligent
- Strategic thinker with strong execution skills
- Comfortable navigating change and complexity
- Respected presence with staff, board members, donors, and community partners
- Resilience and adaptability in a dynamic social service environment

Work Environment

This position is based in Gallatin Valley, Montana, and requires flexibility, including occasional evenings and weekends for community and fundraising events.

Family Promise is a mission-driven organization that empowers families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Family Promise embraces families of all compositions, uniting our community to be a part of the solution for those experiencing homelessness. Our vibrant culture is rooted in our Core Values: Trust, Equity, Authenticity, Compassion, Respect, Passion, and Fun. We bring these values to life in everything we do, fostering an environment where both our clients and team members feel valued and inspired. Potential team members would join a collaborative environment of problem solving and innovation, while bringing an exemplary work ethic and positive attitude that is supportive to all.

Equal Opportunity Statement

FPGV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, religion, color, national origin, citizenship, age, physical or mental disability, marital status, sex, actual or perceived sexual orientation, and gender identity or expression, in accordance with applicable federal, state, and local laws. FPGV complies with applicable federal, state, and local laws governing nondiscrimination.

Statement on Qualifications

Studies have shown that women and people from underrepresented communities often only apply to jobs if they meet 100% of the qualifications. We encourage you to apply even if you don't believe you meet every single requirement. We value that talent comes in many forms and skills are transferable.