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The Montana League of Cities and Towns (League) is actively recruiting for an Executive Director to provide overall management and oversight for the organization.

The League is an incorporated, nonpartisan, nonprofit association of Montana municipalities. Organized under a constitution originally adopted in 1931, the League has as its sole purpose the cooperative improvement of municipal government in Montana. It acts as a clearinghouse through which the municipalities cooperate for their mutual benefit. We provide resources, training, technical assistance, and advocacy to help our members build and maintain unique, vibrant, healthy, and safe communities. This is a great public service opportunity to work with and help local governments in Montana.

The Executive Director is responsible for the overall management of the organization, its programs and staff, advocating of behalf of its members at the state and federal levels, and providing technical assistance and training to its members. The Executive Director works at the direction of the Board of Directors and advises the Board on all issues relevant to Montana municipalities and the financial condition of the organization. The Executive Director also coordinates with the Montana Municipal Interlocal Authority (MMIA) to serve their shared membership.

Examples of the job duties for this position include:

- Manage the operations of the organization in accordance with the adopted bylaws, policies, and strategic plan established by the Board.
- Supervise staff and evaluate staff performance annually. Conduct progressive discipline up to and including termination, as necessary. Regularly report staffing changes to the Board.
- Prepare the draft annual budget for presentation to the Finance and Budget Committee and approval of the Board of Directors annually.
- Maintain financial control, review annual audit and Form 990, and review and approve all revenues and expenditures of the organization.
- Annually review and recommend changes to membership dues as needed to maintain or increase services for members.
- Continually seek to develop alternative sources of organizational revenue, including partnerships, grants, service charges, and member programs.
- Negotiate third-party contracts and service agreements for Board approval.
- Oversee all legislative monitoring and advocacy for the organization. Track bills, legislative activities, and state and federal agency rulemaking in all areas affecting

municipal members. Advocate municipal policy positions before Legislature, state agencies, Congress and federal agencies by conducting lobbying, negotiating, testifying at hearings, writing letters, and occasionally serving on advisory committees established by legislators or by state agencies to develop or review legislative or agency proposals.

- Lead and advise Legislative Resolution Committee of the Board in identifying and prioritizing policy issues for the members prior to each legislative session as guidance for League positions during the next session and throughout the following interim.
- Draft, review, analyze, and summarize legislation, agency rules, and amendments thereto and communicate proposals through calls, emails, and presentations to members.
- Oversee all technical assistance and training for the organization. Ensure that member inquiries on a broad range of administrative, financial, statutory and legislative issues have rapid and accurate responses.
- Research, write, present or direct the production of articles and presentations on matters of interest to the members.
- Represent the League before various other organizations, groups of municipal officials, and others by attending and/or speaking at meetings upon request in areas of responsibility and regarding overall League functions and activities.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking. During the biennial legislative session, the successful candidate must spend extensive time at the Montana Capitol and associated late evening and early morning events with limited seating and rest periods.
- Working on a laptop and communicating with others in person, by text, by email, and over the phone. Candidate must be available by cell phone at all reasonable times outside of normal working hours.
- Subject to frequent interruptions and a low to moderate noise level.
- Work in a hybrid office environment with extensive interaction with individuals outside the organization.
- Extensive travel throughout the state by automobile during all seasons.

Knowledge, Skills, and Abilities:

- Proven ability to build and maintain effective working relationships with city officials and elected and appointed officials in all branches and at all levels of government.

- Expert ability to communicate complex and technical matters, both verbally and in writing, to diverse audiences.
- Extensive experience in managing and supervising employees, developing workplans, prioritizing work, conducting performance reviews, and determining pay rates.
- Experience in effectively managing a department-wide budget.
- Expertise in state and local government functions, organization, needs, and limitations.
- Excellent public presentation skills.
- Proficiency in the use of computer software programs including Microsoft Office and internet research abilities.
- Ability to work collaboratively and independently while effectively managing work time, deadlines and accuracy of completed work.
- Ability to travel by car.

Competencies for this position generally include:

- Bachelor's degree in public relations, communications, political science, public administration, or related field.
- Five or more years working for local, state, or federal government entities.
- Five or more years' experience training and implementing policies, rules, and laws applicable to local governments.
- Three or more years' experience lobbying or advocating for government entities.
- Three or more years' experience of supervisory experience (direct supervision of staff in any capacity).
- Three or more years' experience as an executive or leading an organization or entity (or division thereof).
- Knowledge and experience in the above areas specific to Montana municipalities.

The starting salary for this position is typically \$162,000 to \$181,000 per year depending on experience. This position is Exempt for FLSA standards. The Executive Director is a contract position and the terms of the contract can be negotiated at the time of job offer.

Successful applicants will be required to pass a background check including a criminal background check. Applicants with criminal convictions may still be considered for employment pending a review of the circumstances.

Please email your resumé and cover letter to Derrek Shepherd at the contact information below or submit your application materials through the Indeed job posting.

This position will close on May 18, 2026, at 5:00 pm Mountain Daylight Time.

Questions? Contact Derrek Shepherd at dshepherd@mmia.net or 406-495-7017.

The League is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender sexual orientation, age, marital status, veteran status, disability, genetic information or any protected class listed in federal or Montana state civil rights laws. The League shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.