

## **Position Description**

### **Executive Director of Global Village (Billings, MT)**

Global Village is a nonprofit Fair Trade organization dedicated to the support of the world's low-income artisans and farmers through the operation of a Fair Trade retail store and educational activities that promote the values of Fair Trade, tolerance, and cultural appreciation.

### **Position Summary**

Global Village is looking for an Executive Director who shares a passion for our mission and wants to work for our long-term success. We are members of Fair Trade Federation and share in their stated business principles and practices. [www.fairtradefederation.org](http://www.fairtradefederation.org)

Salaried position.

\$26,000 - \$31,000 per year depending on experience and qualifications

Typical work week

30 hours – Jan. – Oct. . – Typical workday 7.5 hours and ½ hour lunch

40 hours – Nov. - Dec.

Paid personal time

### **Primary Qualifications**

- Appreciation of and dedication to Global Village mission.
- Good communication skills, both written and verbal.
- Ability to move among tasks as time and demands dictate.
- Self-motivated with the ability to work independently.
- Ability to work cooperatively with board members, committees, and volunteers.
- Working knowledge of nonprofit organizations, including basic fundraising.
- Working knowledge of retail management and related computer systems.
- Willingness to learn skills necessary to help ensure the success of the store and the organization.
- Curiosity and interest in the world and its diverse cultures.

### **Primary Responsibilities**

- Works closely with our board of directors and committees to facilitate the success of our organization, including fundraising.
- Is responsible for leadership and daily operations of our Fair Trade retail store.
- Supervises volunteer store staff and paid staff
- Provides leadership in community outreach activities.

**Start Date** – Jan. 1, 2019

### **To Apply**

For Application and Position Description please see [www.globalvillagebillings.org](http://www.globalvillagebillings.org) .

Application deadline – Monday, Nov. 19, 2018.

Early applications are encouraged.