



**Montana Economic Developers Association  
Request for Proposals  
Executive Director/Administrative Services**

The Montana Economic Developers Association (MEDA) is seeking professional services to fill the role and responsibilities of association Executive Director, including the administrative and financial management functions of the MEDA organization. As described below, the successful contractor will serve as MEDA’s first Executive Director, a role that is important to the future of MEDA and the execution of our mission. MEDA has functioned with an administrative-services model for the last 18 years, contracting for program, event, Board, and financial management services. We now hope to secure the services of a professional that can lead the organization to its next level, as guided by the MEDA Board of Directors.

**Summary**

The Executive Director (Contractor) of MEDA will serve as the chief executive officer of the statewide, nonprofit organization comprised of economic development leaders and partners from across Montana. This position reports directly to the MEDA Board President, with policy guidance from the Executive Committee and Board of Directors. The Contractor is responsible for working with the Board in setting the strategic direction for the organization in the execution of its mission to connect, educate and advocate for purposes of economic development of Montana. This role is responsible for the items listed below as it works to meet the Board’s organizational sustainability, partnership, and economic development policy objectives.

The key objectives of the Contractor role is to position MEDA for success in the following areas:

**Key Objectives**

1. Provide focused attention and leadership to assure MEDA’s financial sustainability
2. Bring effective leadership to influence state and federal economic development policy
3. Strengthen MEDA’s strategic partnerships and identify opportunities for collaboration
4. Be in the know and in the loop with key partners on a consistent basis
5. Foster MEDA’s statewide presence for greater impact throughout Montana
6. Effective administration and financial management of MEDA

**Executive Director Contractor Roles and Responsibilities**

- A. Financial Sustainability of MEDA
- B. Strategic Planning and Board Engagement
- C. Economic Development Policy Advocacy
- D. Partnership Development
- E. Organizational management and leadership
- F. Management of organization’s finances

- G. Contract administration (provide deliverables under the existing Montana Department of Commerce contract)

### **Necessary Skills and Experience**

1. Demonstrated organizational leadership experience related to community and/or economic development
2. Experience setting and executing organizational strategy with a board of directors and multiple stakeholders
3. Skills in the oversight of financial management functions
4. Experience administering board governance practices
5. Skills and experience establishing policy priorities and advocating for policy objectives
6. Experience in building and managing partnerships that support organizational and policy success
7. Conference and special event coordination

### **Request for Proposal-Format and Schedule**

An “intent to respond” communication (email to Brian Obert, MEDA President at [bobert@mbac.biz](mailto:bobert@mbac.biz)) should be submitted by January 11, 2022. If selected to advance to next phase, final proposal shall be submitted to the MEDA Board of Directors in writing (copied electronically), on or before January 21, 2022.

The response must include the following:

1. Cover letter expressing an interest in serving as the MEDA Executive Director-Contractor
2. Describe approach for delivering the requested services, highlighting all relevant experience
3. Three letters of recommendation from professional relationships, including former and current clients or organizations
4. Description of business structure or proposed business structure of Contractor
5. An all-inclusive annual fee for service proposal

### **Selection Process**

Submitted proposals will be evaluated with finalists to be interviewed on or before February 1, 2022.

### **Information/Questions**

All questions should be referred to MEDA Board President Brian Obert via email at [bobert@mbac.biz](mailto:bobert@mbac.biz).