

## Global Village Executive Director Job Posting

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.

We have been in the Billings community for over 30 years, supporting artisans and farmers from developing parts of the world. We have products from over 30 countries – from Afghanistan to Zambia. These products are typically made from recycled or up-cycled items. Many are made by survivors of human trafficking and are learning skills to provide for themselves.

**Global Village is seeking a full-time Executive Director who will provide strong leadership in retail and nonprofit management of the store, outreach and program operations. It is essential that the Director understands and is committed to the importance of fair trade and economic justice.**

Before applying, please read the FULL JOB DESCRIPTION at [www.globalvillagebillings.org](http://www.globalvillagebillings.org)

### **REQUIRED QUALIFICATIONS**

- Undergraduate two-year degree in business administration, community relations, or related field.
- At least two years' experience in retail management
- Proficient in all Microsoft applications
- Must possess strong organizational and communication skills, both verbal and written.
- Must have and maintain a valid Montana Driver's license.
- Must meet physical demands of position.

### **DESIRED SKILLS AND EXPERIENCE**

- Experience working with other businesses and nonprofits to collaborate on projects
- At least one-year experience in working with nonprofits
- Public relations and social media experience
- Fundraising skills
- Volunteer management and recruitment
- Knowledge of QB and fiscal reporting

### **DUTIES OF THIS POSITION**

- All aspects of a typical retail store such as buying and resourcing new sources of crafts; pricing, displaying and merchandising of inventory
- Staffing and coordination of volunteers
- Community and public relations
- Community liaison to the Board
- Fiscal and donor management

To apply for this position, please send a cover letter, job application and resume to: Robbie Carpenter at [robbierae@bresnan.net](mailto:robbierae@bresnan.net).