

Macalester-Groveland Community Council (MGCC)
Executive Director

The Executive Director reports to MGCC's Executive Committee and Board of Directors.

Executive Director's Role:

The Executive Director leads a staff team and a board of directors to achieve MGCC's mission and goals through effective citizen participation efforts, programs, public communication and education. The Executive Director is responsible for the short-term and long-term implementation and management of MGCC's mission, vision, strategic plan, financial sustainability, programming, personnel and operations.

Key responsibilities include annual work plans, budgeting, fundraising, financial management, Board and committee support, implementation of Board directives and strategic direction, membership building, community engagement and outreach, program and partnership development, communications, public and media relations, personnel supervision, office management and other duties as outlined in the detailed job description.

Key Responsibilities of the Executive Director:

1. General

- Provide management, planning, and leadership of MGCC.
- Develop and execute an annual plan of work, including specific program, budget and fundraising goals.
- Promote MGCC to all community members to enhance visibility and increase engagement.
- Identify and access outside resources that will be helpful to any of the efforts undertaken by MGCC, including use of independent contractors for projects and training for both community leaders and staff.
- Address community issues as they arise with appropriate stakeholders and venues.

2. Budgeting and Fundraising (with the Business Manager and Treasurer)

- Develop an effective fund raising effort.
- Maintain good relationships with ongoing funding sources.
- Seek special grants and gifts. Write grant proposals and oversee implementation of awarded grants.
- Develop MGCC's annual operating budget, including budgets for specific projects and programs.
- Monitor the budget by comparison to actual financial results on at least a quarterly basis.

3. Financial Management:

- Oversee finances and ensure sound management, including maintaining MGCC's bank accounts, investments and accounting system; reviewing quarterly and year-end financial statements; managing cash flow; preparing and approving check requests; tracking grant income and expenditures; and maintaining financial records.
- Ensure compliance with contracts and requesting funds from reimbursement-based contracts in a timely manner.
- Provide quarterly financial reports to the Executive Committee and the Board.
- Ensure that the Board has appropriate and accurate financial information to make sound financial decisions.
- Arrange for an annual organizational audit or review and filing of the 990 Report.
- Maintain IRS 501(c)3 status and good standing with the Minnesota Secretary of State and Attorney General.
- Manage Board-approved fiscal sponsorship agreements to help local groups, consistent with MGCC's mission.

4. Programs and Events

- Support projects, events and other initiatives that meet MGCC goals, including the annual contract with the City of St. Paul.
- Review existing MGCC programs and events, and recommend elimination of those that no longer serve a useful purpose to the Board.
- Help develop new programs and events to address community needs and issues, subject to budget and staff resource constraints and Board approval.

- Help plan and implement MGCC's Annual Community Gathering and semi-annual Board and Committee retreats.
- Supervise and assist with the responsibilities of MGCC's Program and Communications Coordinator for program and event management, communication activities, and organization support.
- Teach and facilitate as residents identify issues and problems that affect the community, research those issues, and develop strategies and tactics to address them.
- Research, understand and explain to community members governmental processes which affect the neighborhood such as zoning, accessing various types of public funds, capital budgeting, eminent domain, the means of passing local and or state legislation, etc.

5. Board and Committee Support

- Organize and provide staff support to MGCC's board, committees, and task forces. Schedule staff members to attend and participate in their monthly meetings, including any special public meetings.
- Assist board, committee and task force members to become more skillful and effective in their work through initial orientation sessions, periodic professional development activities, and on-going feedback.
- Provide personal staffing for the Executive Committee. Attend and participate in its monthly meetings.
- Help the Executive Committee to develop Board meeting agendas and plan for any speakers or presentations.
- Prepare and electronically distribute meeting materials for Board members prior to meeting dates.
- Assist with the assembly, distribution and public posting of meeting notices, agendas and minutes.

6. Recruitment, Coordination and Supervision of Staff and Volunteers

- Work to build participation of non-Board members to enhance the viability and credibility of MGCC.
- Continually strive to build MGCC to represent and be inclusive of the full diversity of our community.
- Identify means of involving other neighborhood residents in MGCC activities.
- Work with staff to develop and fill volunteer needs within the organization.
- Work with the Executive Committee to fill open staff positions
- Develop and recruit internships and student employees for various positions.
- Supervise staff, intern and student employee schedules and activities.
- Monitor board and committee attendance to comply with bylaw membership requirements.

7. Build Relationships with Other Organizations

- Develop relationships with key contacts in city offices and departments, universities and colleges, other district councils, neighborhood groups, and other similar organizations, including:
 - ♦ City of Saint Paul: Mayor's office, Ward 3 and 4 Councilmember offices, Department offices (DSI, PED, PW, SPPD, plus others as needed) and DC Coordinator
 - ♦ Universities and Colleges, including Macalester and St. Thomas
 - ♦ Other District Councils, especially Highland and Union Park DC's
 - ♦ Neighborhood organizations, including WSNAC

Qualifications

Education:

- Bachelor's degree or 5 years experience in organization management. Master's degree preferred.

Experience:

- Demonstrated energy for implementing vision for growth.
- Demonstrated innovative program development and program management experience.
- Financial management experience.
- Ability to leverage board members' connections.
- Demonstrated experience in working with public sector employees.
- Extensive relationship building experience.
- Demonstrated innovation and creativity in resource development and operational plans for successful growth.
- Exceptional decision making and conflict resolution skills.
- Demonstrated excellent communication skills, both verbal and written.
- Leadership experience with management of a comparably-sized organization.

Preferred:

- Experience reporting to a board of directors.
- Non-profit leadership experience.
- Public relations experience. Demonstrated credibility with media, public and community partners.
- Development experience with corporate, foundation and government grant-writing/grant management.
- In-depth knowledge and experience with City of St. Paul departments, ordinances, policies and procedures.

Salary and Benefits

Starting salary depends on hours, experience and education. Benefits will be discussed during interviews. This is a salaried position incorporating a flexible schedule with some evening/weekend work required. Hours are negotiable, within a range of 32-40 hours per week.

Application Information

For more information, please visit www.macgrove.org.

Applications will be accepted until the position is filled. Application reviews will begin on Dec. 21, 2018.

If interested, please email a cover letter and resume in PDF format to [hiring@macgrove.org](mailto: hiring@macgrove.org).