



320 South Griggs Street
St. Paul, MN 55105
www.macgrove.org

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The Macalester-Groveland Community Council fosters citizen participation in government and community decisions that make our neighborhood a great place to live, work, learn and play.

Macalester-Groveland Community Council

Executive Director

Job Description

Overview

The Macalester-Groveland Community Council (MGCC) is a non-profit organization that fosters citizen participation in Saint Paul city government and local community decisions. We are seeking an energetic leader with experience in community organizing and non-profit management to serve as our next Executive Director.

The Executive Director leads a staff team, volunteers, and a board of directors to achieve MGCC's mission and goals through effective citizen participation efforts, inclusive community programs, public communications, and educational forums.

Overall responsibilities include planning, budgeting, fundraising, financial management, board and committee support, community engagement, program development, communications, public and media relations, and personnel management.

Position Details

1. Compensation: The starting salary for qualified candidates is between \$57,000 and \$68,000, depending on qualifications.
2. Benefits package: Health care, employee retirement plan contributions, 3 weeks paid vacation, seven paid holidays, and paid sick leave.
3. Working hours: This position requires a mix of office hours, evening hours, and weekends for events. Employees are expected to work 40 hours per week, but daily working hours are flexible and remote/hybrid work is allowed.
4. Office Location: 320 Griggs Street, Saint Paul, MN 55105
5. Website: www.macgrove.org

Key Responsibilities

1. Community Organizing and Communications
 - Lead the planning and execution of the MGCC's Annual Community Gathering, the annual board elections, and semi-annual board retreats.
 - Supervise and/or assist with the responsibilities of MGCC's Program and Communications Coordinator for program and event management, communication activities, and organization support.
 - Review existing programs for effectiveness in meeting MGCC's goals and suggest program changes as needed.
 - Serve as a community and board resource on relevant governmental processes such as zoning codes, license applications, accessing public funds, capital budgeting, eminent domain, the means of passing local and or state legislation, etc.

- Develop relationships with key contacts in city offices and departments, universities and colleges, other district councils, neighborhood groups, and other similar organizations.
2. Board and Committee Support
 - Lead and provide staff support to MGCC's board, committees, and task forces. Send out timely meeting notices to the public and committee members for all board meetings, committee meetings, and any special public meetings. Communications include agendas, minutes, and meeting materials.
 - Actively coach board, committee, and task force members to become more skillful and inclusive in their work through initial orientation sessions, periodic professional development activities, and ongoing feedback.
 - Help the Executive Committee develop Board meeting agendas and plan for any speakers or presentations.
 3. Financial Management
 - Provide sound financial management for MGCC's assets, liabilities, cash flow, account balances, and oversee bookkeeping and accounting services.
 - Review quarterly and year-end financial statements with the bookkeeper and MGCC treasurer. Provide financial reports to the Executive Committee and Board.
 - Prepare and approve check requests, track grant income and expenditures, and maintain traceable financial records.
 - Ensure compliance with contracts and submit timely reimbursement requests.
 - Manage 501(c)3 status and reporting as required by federal and Minnesota statutes.
 - Develop, plan, and execute annual fundraising goals.
 4. Staff and Volunteer Leadership
 - Manage, coach, and develop MGCC staff and interns. Provide annual work goals and conduct annual performance reviews of our paid staff.
 - Build participation of non-board community members to enhance the viability, credibility, and sustainability of MGCC.
 - Continually strive for inclusive and diverse representation on our staff, board, committees, and at community events.
 - Collaborate with the Executive Committee to recruit and hire open staff positions.

Qualifications and Experience

1. Education: A bachelor's degree and 3 years' experience in non-profit organization management.
2. Required Skills and Experience:
 - Exceptional decision-making and conflict resolution skills.
 - Demonstrated innovative program development and program management experience.
 - Financial management experience.
 - Demonstrated experience in working with public sector employees.
 - Extensive relationship-building experience.
 - Demonstrated excellent communication skills, both verbal and written.
3. Preferred Experience:
 - 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.

How to Apply

To apply for this position, please visit www.macgrove.org/hiring.

The priority deadline for applications is March 1st, 2024. Application reviews will begin on Feb 19th, 2024.

Interested candidates: please email a cover letter and resume in PDF format to hiring@macgrove.org.

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