

# Executive Director Position Community Action Duluth

## About Community Action Duluth:

Community Action Duluth is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Reorganized in 1999, the agency operates with a \$1M annual budget from federal, state, local, foundation, and private funds. A dedicated staff of 10 employees is guided by a strength-based mission that emphasizes the use of “innovative strategies that mobilize low-income people and the broader community to build assets that prevent poverty; create equality; and strengthen our social fabric.”

## Position Description:

The Executive Director oversees all aspects of the agency’s business and finances including business operations, human resources management, information technology, property management, fundraising, and public relations. The successful candidate will work collaboratively with the Board of Directors, staff, and community partners to further the mission and goals of the agency.

## Essential Duties and Responsibilities:

- Provide leadership and direction toward the development of programs, services, and long-range plans
- Assist in the creation and oversight of agency budget; identify challenges, analyze data, and refine the organization’s business plan
- Assure agency compliance with relevant governmental, regulatory, and funding body requirements, and with the policies and guidelines established by the Board of Directors
- Provide strong and innovative leadership for a highly motivated management team and staff committed to the mission and goals of the organization
- Oversee hiring, supervision, evaluation, and termination of staff
- Oversee management of agency offices and owned properties
- Strengthen ties with existing funders, identify new funding opportunities, and oversee the development of grants and contracts that meet objectives established by the Board
- Develop, direct, and implement a comprehensive fundraising plan to increase financial resources from individual, corporate, foundation, and government resources
- Develop and oversee public relation programs and activities to increase community awareness, confidence, and trust in the agency and its mission
- Providing support and leadership through open and regular communication to assist a Board of Directors in meeting their governance responsibilities
- Collaborate with and maintain positive relations with community partners, government officials, organizations, and businesses that can assist in advancing the agency’s mission and vision
- Demonstrated ability to mentor, coach and elicit similar relationship management results from those who hold key positions within the organization

Required qualifications:

Bachelor's (Master's preferred) in Social Work, Public Administration or a related field with a minimum of 5 years high-level nonprofit management/administrative experience; awareness of issues surrounding poverty, competence in financial and personnel management; strong written and verbal communication skills; experience in public speaking; and a proven track record in fundraising and grant writing. The salary range for this position is \$60,000 - \$75,000.

Qualified candidates:

who have a passion for helping to make a difference in the lives of those most in need in the City of Duluth, should send resume and cover letter to: (e-mail) [mail@communityactionduluth.org](mailto:mail@communityactionduluth.org), fax 218-726-1612; or (mail) M. Hystead, 19 North 21<sup>st</sup> Avenue West, Duluth, MN 55806, Attn: ED Search. Resumes will be accepted through May 15, 2008.

For more information regarding Community Action Duluth please see <http://www.communityactionduluth.org>