



Faith in Action for Cass County

PO Box 512 Hackensack MN 56452

Job Title: Executive Director

Compensation: \$65,000-\$80,000 annual salary.
Full-time. 40+ hours per week. Hours are flexible.
Some evening and weekend work will be necessary.
Location: Hackensack, Minnesota – Cass County

Organization Summary

Faith in Action for Cass County (FIACC) is seeking an enthusiastic and strategic Executive Director to lead our organization and drive its continued success. The Executive Director is hired by and reports to the Board of Directors (“the Board”). The Executive Director has strategic operational responsibilities for the organization, including carrying out the organization’s mission, goals and policies.

FIACC is a 501(c)3, rural non-profit, local charitable organization with a staff of (4) and an annual budget in the range of \$300K to \$500K. It is also a local collaborative effort among faith communities, civic organizations, donors and individuals with gifts of service. FIACC connects with community volunteers who provide non-medical, neighborly assistance to older adults, adults with disabilities and others experiencing difficult circumstances - virtually anyone who is in need.

FIACC is governed by a Volunteer Board of Directors, and our Strategic Plan and Annual Report are available upon request.

Executive Director Role

The Executive Director is a key management and operational leader for FIACC. The Executive Director has responsibility for the organization's day-to-day operations, programs, and fundraising. The Executive Director partners with the Board to drive a focus on achieving the strategic plans and priorities of the organization. Other key responsibilities include, but are not limited to, brand marketing, strategic planning, grant management and community outreach. The Executive Director will represent FIACC to the community, volunteers, Board members, media, and donors.

PREFERRED QUALIFICATIONS

- Strong knowledge of nonprofit issues and causes, as well as good knowledge of a broad range of fundraising platforms and approaches
- Strong management, leadership, and communication skills, both written and verbal

- Knowledge of finance and accounting practices, creating and managing sound budgets
- Strong knowledge and understanding of grant writing; local, state and federal grants
- Major fundraising event planning and execution
- Training and certifications in senior support and aging

CHARACTERISTICS

- Deep Interest in serving seniors
- Self-Starter – Can independently work and search out answers
- Able to lead others in a positive and constructive way to a set of key goals (Goals Oriented)
- Capable of multi-tasking without getting frustrated
- Well organized – time management and prioritization skills
- Ability to speak to public groups effectively and motivate action
- Strategic Thinker – Doesn't get lost in the weeds
- Open and Flexible Thinker – Able to hear/explore new ways of doing things yet recognizing the value in the ways that have worked in the past
- Collaborator – Able to gain trust of groups, form solid working alliances, and get a better product through effective guidance and listening
- Oriented to Constant Improvement Forever and geared to metrics

SKILLS

- Grant & donor management
- Operational management - excellent manager of staff administration activities
- Financial management, resource management and development (P&L/Balance Sheet/Sources & Uses Reporting/budget oversight) and strong financial forecasting capabilities
- Effective interaction with board chair and board members
- Volunteer recruitment/maintenance/appreciation including a good understanding of volunteer management programs including policy, liability (or risk management), and best practices
- Excellent communication and relationship-building skills with funders, volunteers, participants, and community partners and service providers
- Proficiency in fundraising software and productivity tools
- Proven expertise in funding development, strategic planning, human resources management, and financial management is essential

EXPERIENCE

- Related Bachelor's Degree with 3-5 years' experience is required in nonprofit leadership roles with preference on program management, community outreach, fundraising, volunteer coordination, and marketing/branding

- Demonstrated success in financial management, fundraising, and operational leadership
- Mid-sized (\$200,000 – \$500,000) budget/revenue generation
- Staff leadership and management, guidance, mentoring & administration for staff of 3-6
- Successful navigation of nonprofit governance and board engagement

THE IDEAL CANDIDATE

The ideal candidate is an experienced nonprofit leader and strategic thinker, with at least a bachelor's degree, that is seriously committed to valued-program and leadership development. This person will be effective at managing competing priorities while leading, motivating, and partnering with the Board, staff, external key stakeholders, and the community. Additionally, the ideal candidate will be a strong and effective communicator to both internal and external audiences and will be very comfortable describing strategy, setting key priorities, and delegating responsibilities.

COMPENSATION

- Annual salary range of \$65,000 to \$80,000
- Benefits include paid time off (PTO) policy, holidays, and flexible schedule
- Pay will be based on your skills and experience within the range identified above

HOW TO APPLY

For more information about the job opportunity, please contact:
cdwadzink@gmail.com

Prepare a resume and cover letter detailing your interest in the job and alignment with FIACC's mission, goals and job requirements listed above.

Via Email: Submit email with attachments & supporting documents
to: res7700@yahoo.com

Via USPS: Submit resume & supporting documents to:

Attn: Open Position
Faith In Action for Cass County
PO Box 512
Hackensack, MN 56452

The position will remain open until filled.