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## Associate Director at Minnesota Council of Nonprofits

Ballinger | Leafblad is proud to present the following information on behalf of our client, **Minnesota Council of Nonprofits**, in its search for an **Associate Director**.



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## Minnesota Council on Nonprofits

### ORGANIZATIONAL OVERVIEW

The Minnesota Council of Nonprofits (MCN) is a membership organization with 2,200 nonprofit organization members from throughout the state and is one of the most active state associations of nonprofits in the United States.

Founded in 1987, MCN accomplishes its mission in five ways: (1) education and professional development for nonprofit managers and leaders; (2) public policy education and civic engagement; (3) cost-saving product partnerships; (4) research on nonprofit sector trends and tax and budget issues; and (5) advocacy at local, state and federal levels.

MCN has 20 staff members located at its St. Paul office, and six regional coordinators serving in offices throughout the state. Its annual budget is \$3 million, funded 2/3 by earned income and 1/3 by grants.

In its most recent strategic plan, adopted in late 2014, the MCN board laid out two priorities to guide the organization's newest initiatives:

- (1) Include and Engage to Address Inequities in our Communities, and
- (2) Promote Nonprofits as Essential Community Resources.

Please visit [www.minnesotanonprofits.org](http://www.minnesotanonprofits.org) for more information on MCN's history, structure and finances.

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## Associate Director

### POSITION

Reporting to the Executive Director, the Associate Director has both internal and external facing responsibilities. The Associate Director partners closely with the Executive Director to chart MCN's strategic response to organizational and sector challenges and plays a critical role as counselor, advisor and strategic thought-partner for the Executive Director. The Associate Director also works to create high engagement from staff, board and member organizations and to resolve day-to-day issues before they reach the Executive Director.

The Associate Director plays a critical role in shaping and implementing the organization's strategy, including oversight of member services and programs, operations, and financial management. The Associate Director leads the annual planning and budgeting process as well as a few new strategic initiatives and special projects each year, and supports the implementation of MCN's inclusion, engagement and accessibility goals.

As the supervisor of most senior staff, the right candidate will be a mission-focused, seasoned, strategic, and process-minded leader with experience developing a culture of learning and continuous improvement among a group of diverse, talented individuals. They must have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to MCN's mission; this is ultimately a supporting role that helps other colleagues' succeed. The role requires significant independence, analytical skills, strong relationship building, ample people and project management experience, flexibility, agility, and discretion.

### RESPONSIBILITIES

#### Organizational Leadership:

- Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of their purpose, role and contributions to the organization.
- Serve as an advisor and co-strategist to the executive director, providing sound counsel and confidentiality.
- Ensure MCN's external programming and internal culture, policies and practices align with the organization's commitment to diversity, inclusion and engagement.
- Provide a supportive day-to-day leadership presence for staff while also bridging St. Paul and regional operations.
- Work with and support the executive director and the Director of Communications and Membership to develop and implement strategies around communications, marketing, membership, website and database.

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## Associate Director

### RESPONSIBILITIES

#### Planning:

- Participate as a member of the fundraising team and assist with increasing fundraising abilities of organization including: identification and analysis of prospects, creation of content and materials to support fundraising activities, and representing organization at external fundraising events and meetings.
- Oversee and analyze success and challenges with current programs and services. In collaboration with the leadership team, design and develop program offerings and metrics based on analysis, in accordance with strategic plan, and in support of organization's mission, to increase depth and breadth of impact.
- Develop long-term strategies for organizational staffing and structure that ensure MCN's current and future needs are met.

#### Financial Management

- Oversee and lead the annual budgeting process, including work with the Finance Manager to prepare budget and rationale for review and approval by the board of directors, manage effectively within the organizational budget, and report accurately on progress made and challenges encountered.
- Work with the leader of each business line to create program budgets, offer a critical eye regarding different assumptions, and deliver an organization-wide budget based on input from each program area.
- Oversee long-range strategic financial and budgetary planning and cost management in alignment with strategic plan.
- Ensure continued financial viability through sound fiscal management.
- Serve as the staff liaison to the Finance and Fundraising and Audit committees. Effectively communicate and present critical financial matters at board of directors and committee meetings.
- Provide strategic recommendations to the executive director based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Work with the Executive Director, Development Manager and fundraising team to align financial management with short- and long-term fundraising planning and projections.
- Ensure (1) sound fiscal policies, procedures and internal controls; (2) cash flow management plan in place; and (3) compliance with requirements from funding sources as well as federal and state authorities/regulators.

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## Associate Director

### **Supervision:**

- Lead, coach, develop, and retain senior-level employees,
- Develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate ongoing progress toward goals and overall performance.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Provide mentorship and guidance, and alleviate and address individual and group concerns as necessary.
- Ensure staff members receive timely and appropriate training and development.

### **Special Projects and Initiatives:**

- Lead development, planning, implementation, and analysis of special projects and initiatives as needed.
- Provide cross-functional supervision to staff members who have assignments that support special projects.
- Perform analysis and strategic consultation on major issues impacting the organization; and prepare briefings, memos, or presentations to communicate findings.

### **Other:**

- Attend and participate in Board and Executive Committee meetings.
- Represent the organization externally, including speaking at public events and meetings.
- Help to create an inclusive and welcoming environment for all individuals in regards to diversity which may include geography, race, ethnicity, socioeconomic status, immigration status, veteran status, sexual orientation, gender, sex, age, ability and religion.
- Perform other job duties as assigned.

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## Associate Director

### QUALIFICATIONS

- Bachelor's degree plus seven to ten years of experience (including at least three years of management experience). Master's degree in management or leadership preferred.
- Experience in strategic planning, project management, financial management, staff supervision and development, and leading key internal strategic initiatives.
- Strong record of leading key organizational functions and teams with a targeted focus on continuous improvement.
- Experience with diversity, inclusion and engagement initiatives for internal (staff and board) and external audiences (current or prospective members, clients, and/or donors).
- Experience working with boards of directors.
- Knowledge of the U.S. nonprofit sector (if not through employment, then through board service) and specifically membership organizations.
- Knowledge of public policy and how it impacts nonprofits and the nonprofit sector.
- Knowledge of key nonprofit organizational activities including fundraising, human resources and marketing and communications. Experience in these areas is preferred.
- Willingness, availability and ability to travel statewide and nationally, including occasional overnight and multi-day travel. Must have a valid driver's license.

### ATTRIBUTES

- Comfort and experience with public speaking to large and small groups on complex topics.
- Exceptional relationship-building and interpersonal communication (written and verbal) skills.
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution.
- Energetic, flexible, collaborative and proactive.
- Passion for and strong understanding of MCN's mission.
- Ability to meet deadlines and follow projects through to completion.

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## Associate Director

### WORKING CONDITIONS AND PHYSICAL DEMANDS

- Requires frequent use of a telephone, speaking in a clear and understandable manner.
- Requires frequent participation in repetitive motion activities including typing on a computer keyboard.
- Frequently requires the ability to work for several hours at a time at a desk and computer monitor.
- Requires frequent verbal communication in the form of public speaking in front of groups, often for several hours at a time.
- Requires ability to travel throughout Twin Cities Metro area for meetings.
- Requires occasional regional and national travel, with occasional overnight stays.

### ADDITIONAL INFORMATION

**Reports to:** Executive Director

**Classification:** Regular, Full-time (1.0 FTE), Exempt

**Compensation:** \$88,000 - \$132,000 per year (with a starting range of \$88,000 to \$110,000) plus benefits, which include health and dental insurance, retirement plan, Section 125 (flex) plan, long-term disability, life insurance, three weeks' vacation plus major holidays.

**Other:** The Minnesota Council of Nonprofits is recognized as an Employer of National Service with the Corporation for National and Community Service. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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**Associate Director**

## ADDITIONAL INFORMATION

Review of candidate materials will begin immediately. To apply for the position, please email cover letter and resume to:



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