



Longfellow Community Council Executive Director Job Posting

Position Description

Reports to: Board of Directors, with supervision by the Executive Committee

Employment status: Full-time, Exempt

Salary: \$65,000 - \$75,000

Benefits: Health and Dental, Retirement plan, 25 days PTO plus 8 paid holidays and the week between December 25 - January 1

Schedule: Flexible hours, some nights and weekends required

Location: 3101 Minnehaha Ave, Minneapolis, MN 55406 (work is a mix of remote and on-site)

Supervises: Staff and volunteers

About the Organization

The Greater Longfellow community is made up of four individual neighborhoods: Cooper, Hiawatha, Howe, and Longfellow. Together, these neighborhoods are represented by the Longfellow Community Council. LCC represents over 32,000 residents and more than 400 businesses, making it the largest neighborhood in Minneapolis both by population and geographic extent.

LCC uses a community-organizing model to involve neighborhood residents in the decisions that impact their neighborhood, and is governed by an all-volunteer, community-elected Board of Directors. Together we seek to serve the community and all neighbors by focusing on 1) connecting neighbors to each other and to resources, 2) community identification of issues and solutions, and 3) leadership skill development.

About the Position

The ideal candidate is community driven, people-centered, socially conscious, and skilled in fostering relationships to influence/impact systems change. The candidate is organized, a self-starter, a strong communicator, able to effectively manage varied tasks and timelines, and effectively lead and support community members.

Position Roles and Responsibilities

Organizational Leadership

- In partnership with the board of directors, set the strategic direction, implement the strategic plan, and ensure adherence to LCC's mission and vision
- Oversee LCC's programs, projects, communications, and events

Engagement

- Build and maintain collaborative relationships and partnerships that are in alignment with LCC mission and strategic plan
- Define and facilitate a sustained commitment to diversity, equity, inclusion, and justice
- Ensure that community organizing and engagement is at the forefront of LCC's work, with specific focus and attention on communities that have been historically underrepresented
- Guide the work of LCC's committees, in partnership with staff, committee leaders, and residents

Financial Management

- Develop, manage, and oversee LCC's annual budget
- Ensure compliance with LCC's financial policy and procedures
- Manage monthly income and expenses and work with bookkeeper to ensure LCC's finances and records are in order
- Prepare and present accurate financial information to the Board of Directors
- Develop and implement a fundraising plan with the Executive Committee and Board of Directors to ensure LCC's financial sustainability and stability
- Develop Neighborhoods 2020 and Neighborhood Revitalization Program plans in partnership with the Board of Directors and implement accordingly
- Manage contracts

Operations

- Ensure that LCC is in compliance with its bylaws and with filing and reporting requirements for nonprofit organizations
- Manage LCC's office and use of updated technologies
- Evaluate and maintain LCC's insurance, payroll, benefits
- Ensure compliance with human resources practices and procedures

Board of Directors Liaison and Support

- Partner with the Executive Committee to engage the full board of directors in LCC's work
- Serve as the main staff liaison to the board of directors
- Prepare meeting agendas and materials for board meetings and board committees
- Assist the Board of Directors with board member recruitment and orientation

Staff Management

- Develop and supervise two full-time staff; work with staff to maintain current job descriptions and work plans
- Conduct regular performance evaluation in collaboration with staff
- Actively engage staff and contractors in implementation of LCC's strategic plan and in planning for programs, projects, communications, and events
- Facilitate a welcoming and collaborative workplace, provide professional development and other opportunities to engage and retain staff

Qualifications:

- Demonstrated commitment to diversity, equity, inclusion, and justice
- Experience working with a wide variety of people from various backgrounds and communities
- Ability to build and maintain strong internal and external relationships
- Experience in developing and managing staff
- Experience and skills in budgeting and financial management
- Experience and skills in managing internal and external communications
- Experience and skills with organizational planning and implementation
- Skills in partnering with a board of directors
- Knowledge and awareness of the vibrancy and complexity of Minneapolis neighborhoods and the challenges facing them
- Collaborative approach and style

How to Apply

Submit your resume, cover letter and three references to Rachel Boeke at rachel@longfellow.org. Please include "LCC Executive Director Search" in the subject line of your email and include your name in the title of your documents. Position is open until filled; applications will be reviewed starting April 1, 2024.