



POSITION OPENING: EXECUTIVE DIRECTOR (.75 - 1.0 FTE)

SUBURBAN RAMSEY FAMILY COLLABORATIVE

Salary range \$75,000-95,000 + benefits

ORGANIZATION OVERVIEW:

The Suburban Ramsey Family Collaborative (SRFC) is a partnership of schools, county, public health, corrections, nonprofit agencies, mental health service providers, faith communities and youth organizations. SRFC works on behalf of children and families to improve formal and informal support systems with a focus on wellness, learning, safety, and security. Since 1998 we have improved prevention and early intervention services to Suburban Ramsey communities. As coordinators of the system of care, SRFC increases and connects formal resources to school-linked services providing a vital pathway of access for children, youth and families in Suburban Ramsey County. As cultivators of strategic partnerships, SRFC increases informal resources for children, youth and families experiencing at-risk circumstances.

SRFC Mission: Connecting individuals, families and community resources to create relationships which enhance the well-being of our kids.

SRFC Vision: Suburban Ramsey County is a community where our children and youth's safety, security, health and learning are a priority for all and no child remains at risk.

SRFC Partners: SRFC Joint Powers Board includes Suburban Ramsey Public School Districts, Ramsey County, Law Enforcement, Mental Health agencies and Social Service organizations. In addition, we partner with other community stakeholders in support of our Mission.

More information at www.howarethechildren.org

POSITION PROFILE

We are seeking an experienced non-profit leader to lead our Board and partners in the fulfillment of our mission. The next Executive Director will be grounded in collaboration and have a deep understanding of the issues facing children and families in our community. The ED will be accountable to building relationships with our partners and community serving organizations to ensure that children and families receive the services and support needed to thrive. The ED is the sole leadership employee of SRFC and will receive support from a part-time administrator and 2-3 part-time co-leads who help support our convenings and maintenance of our resource directories. The ED will engage and support a Joint Powers Board of 21 members with effective meeting facilitation and support. The ideal candidate will be highly organized, able to engage with leaders across the community, provide support to our board and community work groups, and be able to effectively manage the contracts, grants, and finances of a small non-profit organization.

This remote position is a .75 - 1.0 FTE based on the needs of the organization and the skills and abilities of the ED. The salary range is \$75,000 to \$95,000 with benefits. The ED will be an employee of North Saint Paul Public Schools or may choose to be an Independent Contractor if the Board approves. The ED reports to the Board of Directors and manages a small team of contractors. A three year commitment is desired to ensure long-term sustainability and impact growth.

KEY RESPONSIBILITIES

- **Strategic Leadership:** Implementing plans to support the organization's mission, vision, and goals, including identifying emerging needs and developing collaborative solutions
- **Managing operations:** Overseeing the day-to-day operations of the organization, including managing contractors, contracts and all administrative tasks
- **Board and Committee support:** Provide administration and support to the Board and Committees
- **Financial management:** Ensuring the organization is financially sustainable, including creating and adhering to financial controls
- **Legal compliance:** Ensuring the organization's practices and policies comply with all applicable laws, governance agreement and bylaws
- **Reporting:** Collecting and reporting data to the board of directors and other stakeholders
- **Engagement:** Keeping board members and collaborative partners engaged in the work of the Collaborative
- **Resolving impediments to success:** Lead the organization to resolve internal and systemic barriers to success

QUALIFICATIONS

The ideal candidate is an experienced nonprofit leader, facilitator, and strategic thinker committed to collaborative solutions with experience and skills including:

- Experience supporting and reporting to a Board of Directors
- Experience leading a nonprofit or similar organization, including financial and administrative tasks and oversight
- Deep commitment to collaborative leadership and supporting and engaging stakeholders in collective work
- Excellent verbal and written communication skills
- Proven ability to create and maintain strong coalitions to address community needs
- Ability to work and be culturally responsive with individuals and teams of diverse backgrounds
- Strong computer, technology, and communication skills
- Self-motivated and able to work independently and manage multiple tasks with deadlines
- Ability to attend in-person meetings in suburban Ramsey County as needed
- Local resource knowledge of Suburban Ramsey County and proven experience at accessing resources preferred
- *Valid MN driver's license, reliable transportation, and current insurance*
- *Availability for occasional evening or weekend meetings/events*
- *Successful completion of background check*

TO APPLY

To apply, send one PDF document containing a cover letter and resume to admin@mightyconsulting.org. The position will remain open until filled, submit materials by June 13 to be considered in the first screening round.

Your Cover Letter Should Address:

- Why you are passionate about collaborative approaches to supporting children and families
- How your experience has prepared you to lead a multi-sector collaborative
- Your approach to building relationships across diverse stakeholders

Questions? Contact Roger Meyer at Mighty Consulting - roger@mightyconsulting.org

Join us in building strong communities for our children and families—we'd love to hear from you!