



Position Title: Executive Director

Status: One year contract; Est. 20-25 hours per week

Compensation: \$35 – \$45/hr.; Rate to be determined based on experience and qualifications

Application Requirements: Cover Letter and Resume

Closing Date: June 14, 2021

Contract Summary: The Family Services Collaborative’s mission is to empower children and families by increasing equitable access to person-centered services and resources to support physical and mental health improving academic outcomes and enhancing community wellness. For over 25 years, the Family Services Collaborative has been operating through an interagency agreement with Crow Wing County Community Services. Through this partnership and in collaboration with a unique network of schools, community organizations, and local government agencies, the Collaborative has provided innovative programming to address the needs of children who face complex and multifaceted problems involving them and their families with multiple service systems. To meet the growing needs of our community and increase capacity to make progress towards our vision of a future where every young person succeeds in education, families are well-supported to meet their physical and mental health needs, and employers find abundant talent locally, the Family Services Collaborative is in the process of restructuring from an interagency agreement to a standalone 501(c)(3) nonprofit organization.

This one-year temporary contract position will report to the Board of Directors and will work collaboratively with board, staff, community partner agencies, and stakeholders to launch the new, dedicated nonprofit organization, and strengthen its presence as a longstanding community service provider in the Lakes Area. The Executive Director will be responsible for the fiscal operation, fundraising, community relations, and overall successful performance of the organization. The Executive Director will be the public face representing the organization and will require the ability to effectively articulate and demonstrate its mission, vision, values, and develop strong, authentic relationships with stakeholders, prospective stakeholders, funders, individual donors, and the greater community.

Scope of Work:

Board Governance: Works collaboratively with the Board of Directors to fulfill the organization’s mission.

- Reports to the Board and seeks their involvement in decision-making, fundraising, and facilitates Board and committee meetings.
- Communicates effectively with the Board, providing timely information for the Board to function properly and make informed decisions.
- Interface, as necessary, between board and staff to maintain a communicative, supportive relationship.

Financial Performance and Viability: Develops and implements strategies to cultivate resources to ensure the financial health and longevity of the organization.

- Leads the development of annual and long-range fundraising planning including identifying and pursuing grants, donor stewardship, business sponsorships, and events.
- Responsible for the fiscal integrity and management of the organization to include budget development and oversight, ensuring effective resource utilization, and maintaining a positive fiscal position.
- Assembles financial and grant reports as needed.

Partnership and Community Profile Development: Serves as the organization’s primary spokesperson and strategist to leverage widespread public awareness, support, and opportunities for increased community impact through collaborative initiatives.

- Leads marketing and brand messaging through website, social media, and other methods of communication.
- Serves as primary representative to constituents, funders, the media, and public, attending meetings and events on behalf of the organization.
- Leads convening of local and regional partners and key leaders regularly to advance mutual objectives and shared goals for greater community impact.

Organizational Development: Supports organizational effectiveness by fostering a healthy organizational culture of inclusion, accountability, and commitment to continuous growth.

- Is chief contributor to an intentional organizational culture that attracts, develops, and retains talent.
- Leads team meetings and provides support and coaching to Collaborative Service Team of 13 staff members.
- Strengthens organizational effectiveness through continuous quality and process improvement.



Minimum Qualifications:

- Bachelor's degree in related field or equivalent gained through combination of education and experience.
- Five or more years of proven leadership experience.
- Passion for the mission of the Family Services Collaborative.
- Ability to effectively communicate and develop strong, trusting relationships within the organization and with partners, donors, funders, stakeholders, and the greater community.

Desirable Qualifications:

- Collaborative, collegial, and inclusive leadership style with outstanding interpersonal, coaching, and listening skills.
- Enthusiasm for relationship building, networking, and public speaking.
- Knowledge of governance principles, business, and financial management best practices.
- Strong working knowledge or experience in fund development, philanthropic trends, and best practices in donor-centered fundraising.
- High level of strategic thinking skills and commitment to exploring new and innovative approaches to solving problems.
- Ability to thrive in a dynamic environment requiring solid organizational abilities, self-direction, and time management skills.
- Recognition for both emotional intelligence and intellectual rigor.

Contract Perks:

- Make a significant impact in the lives of children, youth, and their families in rural Central Minnesota.
- Flexible scheduling and officing arrangements.
- Professional development opportunities.
- The support of an amazing network of colleagues, partners, and Board of Directors.
- Opportunity to grow this position to full-time employment status.

How to Apply: Submit a cover letter and resume that includes three professional references we may contact to Amanda Whittemore at amanda@fairwindsmn.com by June 14, 2021. EOE

Contact: This search is being led by Fair Winds Consulting. Please contact Kristi Ackley at kristi@fairwindsmn.com.

Website: www.familyservicescollaborative.org