



Position Announcement: Executive Director

Salary Range: \$115,000 - \$135,000 - plus benefits

ABOUT NEIGHBORS, INC.

Neighbors, Inc. is a non-profit, human-service agency providing emergency assistance and essential services programs to low-income community members in the northern Dakota County communities of Inver Grove Heights, South St. Paul, West St. Paul, Mendota Heights, Mendota, Sunfish Lake and Lilydale. Our mission is to provide opportunities for our neighbors to thrive by connecting volunteers to people in need. Neighbors was established by local churches in 1972 and has relied on community support and volunteers to help provide its services for the past 50 years. We offer the following services:

- **Hunger Relief** - A highly esteemed provider of food support, distributed both on-site and disbursed sites for individuals and families in need of short-term assistance.
- **Financial Empowerment** - A growing provider of free financial counseling to individuals and families looking to improve their financial well-being towards long term goals.
- **Clothes Closet** - A social enterprise offering both clothing assistance with dignity to community members and earned revenue for the organization.
- **Holiday Assistance** - Supplements the resources of families living in our service area to provide toys and clothing for children and seniors during the holidays.

Neighbors has a staff of 16, utilizes over 450 volunteers with an annual budget of \$3M (includes in-kind) and a Board of 16 individuals grounded in the communities we serve. Learn more at www.neighborsmn.org

POSITION OVERVIEW

The Executive Director leads and inspires Neighbors' staff, volunteers, Board and community to advance our mission. The Executive Director manages the organization to ensure effective operations and implementation of programs and services in line with our values and mission, creating an empowering and collaborative work environment. The Executive Director leads the strategic planning, fund development and financial oversight to ensure the long-term sustainability of the organization. The Executive Director has 3 direct reports.

PRIMARY AREAS OF RESPONSIBILITY

Leadership and Vision - Provide inspiration, leadership and support to the Board, staff, volunteers, donors, faith-based communities, stakeholders and other constituents in fulfillment of our mission. Build and sustain an organizational culture that values and actualizes diversity, equity and inclusion.

Community Relationships - Build strong and sustainable relationships that translate into successful collaborations, impactful partnerships and fundraising results. Is an effective and engaging champion and advocate to all of our stakeholders.

Operations and Programming - Ensure a positive, collaborative work culture that effectively delivers programs and services in our volunteer-based model. Provide coaching, supervision and support to the leadership team to execute our strategic plan's measurable goals.

Fundraising - Successfully implement a strategic fund development plan with the Board and staff that includes innovative adaptation to the changing environment. Build durable relationships with individual donors, faith communities, and funders, including corporate sponsors and foundations.

Financial Oversight - Develop and monitor the annual budget, assist the team to use the budget as a tool, and provide updates to the Board and staff. Ensure all internal and external policies, processes and regulations are met. Ensure short- and long-term financial sustainability.

Governance - Support the Board's development and active engagement in the success of the organization. Work in partnership with the Board and Committee chairs to ensure smooth and effective Board operations.

QUALIFICATIONS

The ideal candidate will bring an understanding of Neighbors' programming and volunteer-based service model, and be able to effectively engage our diverse communities in support of the people we serve. They will bring proven experience in fundraising and building and supporting a collaborative work environment.

Desired qualifications include:

- Five years of progressive leadership experience in human-service, nonprofit, corporate or faith-based sectors
- Experience in creating and maintaining a positive, collaborative work environment, and supporting and coaching staff
- Experience with building teams of volunteers who deliver the program experience guided by paid staff, structures and systems
- Excellent communication and engagement skills, with proven experience appealing to diverse communities and stakeholders
- Fund development experience including individual donor, philanthropic and corporate sponsorship
- Experience working with or supporting an effective Board of Directors
- Financial management and oversight experience
- Ability to work independently with a high degree of organization and detail orientation
- Authentic and transparent leadership style implemented with humility and honesty
- Experience developing a diverse and inclusive environment with funders, employees and volunteers and ability to lead the organization as it advances diversity, equity and inclusion work
- Bilingual Spanish preferred; ability to understand/be understood by Spanish-speaking individuals

HOW TO APPLY

The position will remain open until filled, with the first screening of candidates on or about April 19, 2023. To be considered, send a cover letter and resume as one .pdf document to hannah@mightyconsulting.org . Please contact Roger Meyer at roger@mightyconsulting.org or 651-338-5318 with questions or to learn more.

Neighbors, Inc. is an Equal Opportunity Employer. We are committed to being an inclusive organization that recognizes and values the diverse identities and lived experiences of our staff, volunteers and stakeholders.