



Engagement. Voice. Success.

**Minnesota Alliance With Youth
President & CEO
Position Description**

ORGANIZATION: Since 1997, Minnesota Alliance With Youth has been working with young people, their schools, and communities to ensure that innovative approaches inspire academic and civic engagement. As a leading youth development capacity-builder, convener, and collaborator, the organization catalyzes communities, helping all Minnesota youth graduate from high school on time with plans for ongoing success in school, work, and life. The Alliance serves as a backbone intermediary, impacting individuals and systems, and creating life-changing outcomes using the following strategies: Youth Engagement; Innovation through Collaboration; and Collective Impact.

JOB TITLE: President and CEO

SUMMARY: The President and CEO is responsible for directing all activities of Minnesota Alliance With Youth (the Alliance). Works in partnership with the Board of Directors (Governing Board), staff, and other key stakeholders to develop and implement the Alliance's strategic direction, work plans, and the financial and human resources required to fulfill the Alliance's mission and goals. In addition, the President and CEO is responsible for day to day operations, including resource and program management, communications, personnel oversight, partnership development, and budgeting/finances. The President & CEO provides vision and direction for the Alliance's values-driven work with Minnesota youth and those who serve them.

REPORTS TO: Board of Directors

RESPONSIBILITIES: Strategic Planning
In Collaboration with the Board of Directors and Senior Leadership Team:

- Provide vision and leadership on the creation of the multi-year strategic plan and annual operating plans
- Provide overall direction for implementation of plans to ensure that the organization achieves its mission
- Engage stakeholders in creation and implementation of the plans
- Track and manage evaluation process for measuring progress on strategic plan

Board of Directors and Board Committee Support

- Recruit new members to the Board of Directors
- Provide Executive Committee support
- Support Board governance, organization bylaws, and board nomination process
- Oversee Finance Committee
- Manage resource development
- Support other working groups, projects, and task forces

Financial Management/Oversight

In collaboration with the Board of Directors and Chief Financial Officer:

- Develop annual budget that aligns with strategic goals and action plans
- Oversee audit and tax preparation and filing
- Provide oversight of financial reports and accounts payable
- Ensure that accounting system adheres to current laws and financial best practices
- Manage integration with development activities

Resource Development

In collaboration with the Director of Development and Communications:

- Create annual resource development plan
- Manage funder relations
- Develop and lead collaborative funding strategies
- Increase individual donor giving
- Develop and sustain diverse funding sources (i.e., federal, local, foundations, corporations, individual donors, etc.)
- Support Board Development Committee

Human Resources

In collaboration with the Chief Financial Officer:

- Recruit, manage, inspire, motivate, and empower a high quality staff to meet the needs of the organization
- Prepare for the anticipated growth of the organization: develop and implement appropriate human resource policies and procedures, including training, professional development, key personnel decisions, succession planning, and performance management for all staff
- Oversee organizational structure and ensure that programmatic objectives are supported internally: facilities, technology, finances, communication, payroll, benefits, and other functional needs
- Provide day-to-day support to staff and overall operations
- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision
- Promote the organization's core values of equity, collaboration, and quality
- Identify and hire consultants or contractors

Communications and Outreach

In collaboration with the Director of Development and Communications:

- Serve as chief spokesperson for the organization and assure the organization and its mission are properly presented to various audiences
- Provide direction for all internal and external communications
- Confirm that marketing communications are evaluated in conjunction with strategic plan
- Ensure the Board and key stakeholders are informed on organizational progress

Policy and Strategic Partnerships

In collaboration with Chief Strategy Officer:

- Foster strategic partnerships
- Develop statewide delivery system for organization's strategic initiatives: AmeriCorps Promise Fellows and VISTAs; GradMinnesota; and the Minnesota Youth Council
- Support public policy agenda to ensure educational supports for MN youth

- Partner with national organizations with similar missions
- Develop and administer a comprehensive evaluation plans of key programs

QUALIFICATIONS:

- Four year college degree minimum/Master's degree preferred
- 5-7 years of related leadership experience
- Personal qualities of integrity and credibility
- Commitment to Minnesota Alliance With Youth's mission and core values of equity, collaboration, and quality
- Excellent written and verbal communication, problem solving, interpersonal, organizational and time management skills

Knowledge of:

- Local nonprofit, education and business community
- Key issues in youth development, education, and other related fields

Experience in:

- Managing community partnerships
- Strategic planning
- Working with a Board of Directors
- Staff management
- Financial management and successful resource development
- Marketing/communications
- Program development and management
- Collaborative work environments

COMPENSATION:

Competitive salary and benefit package (complete health, dental, life, short-term and long-term disability insurance, paid family leave, retirement program and generous paid time off benefits).

Please review the CEO Position Profile for additional important information - access it here: <https://mnyouth.net/files/Minnesota-Alliance-With-Youth-President-CEO-Position-Profile.pdf>

Apply by email to info@mnyouth.net with a cover letter, resume, and three references, Attention: Minnesota Alliance With Youth Board of Directors. Application deadline is Sunday, October 1st at 5:00pm.

To learn more about Minnesota Alliance With Youth visit www.mnyouth.net

Please note: We are committed to recruiting and engaging individuals without regard to age, physical ability, gender, race, religion, or sexual orientation. Reasonable accommodations provided upon request. This document is available in alternative formats. The Alliance is a proud Employer of National Service- AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.