Summary
We are a coalition of 34 non-profit organizations whose mission is to harness our collective energy to create communities and systems that support aging with dignity and a spirit of well-being in Minnesota. In short, we are dedicated to making Minnesota a great place to age and live well and are seeking a President and Executive Director to lead our organization through an upcoming period of growth.

The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating effectively to meet organizational goals to champion a positive narrative for aging, support diversity, equity and inclusion and ensure overall organizational strength. In this role, you will be the key spokesperson and face of our organization, working closely with the delegates who comprise the Council, an elected Board of Directors drawn from Council delegates, and our external stakeholders. You will help to ensure that this diverse set of member organizations achieve our strategic objectives and that our actions as a Council are guided by our overall mission and aligned with our stated values. The Council has a close-knit culture in which we place a high priority on communication, trust, acknowledgement, appreciation and collaboration. We are in search of a President and Executive Director who has a passion for aging services, a commitment to collective action as an essential ingredient for advancing change, and is inspired by our vision, mission and culture.

Responsibilities and Duties
1. Along with the Board of Directors and the Council, develop strategic plans that meet business goals and objectives. Implement and provide regular feedback to the Board of Directors and Council on annual implementation of same.
2. Manage critical business functions with input from the Council and Board of Directors; oversee the work of any outside contractors.
3. Ensure commitment to and compliance with all applicable laws and regulations across the organization.
4. Help to create a culture of transparency and communication throughout the organization.
5. Develop positive relationships with key stakeholders, including older adults, their family members, related organizations, and government agencies.
6. Proactively identify opportunities and challenges in the internal and external environment in order to advance the strategic priorities and overall organizational strength.
7. Represent the Council’s interests at agency meetings and communicating the meeting discussions/outcomes/action steps to Council members.
8. Report to and work closely with the Council and Board of Directors to ensure their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
9. Supervise, collaborate with contracted staff.
10. Along with the Board of Directors, plan an annual budget and longer-term financial goals and strategies. Implement annual budget plan.
11. Serve as the Council’s primary spokesperson to the organization’s constituents, the media and the general public.
12. Oversee marketing and other communications efforts.
14. Review and approve contracts for services.
15. Other duties as assigned by the Board of Directors.

Qualifications and Skills
1. Experience in and knowledge of the field of aging. The ideal candidate will have both knowledge and experience in older adult services in Minnesota as well as nationally. Preferred: secondary or advanced degree in relevant field including but not limited to public administration, business, law, social work or gerontology
2. Demonstrated skills in collaboration, networking, relationship building and collective action.
3. Previous experience in a leadership role; preferred: experience working with a Board of Directors.
4. Commitment to diversity, equity and inclusion; preferred: Previous experience working with diverse communities.
5. Demonstrated ability to develop and implement successful strategic plans.
6. Solid organizational abilities, including planning, delegating, program development, task facilitation and budget planning and financial management.
7. Strong verbal and written communication skills.

Type of Position

The type of position for the President and Executive Director is flexible based on candidate’s preference – either contracted or employed. The position is anticipated to be full time at approximately 30 hours per week. Salary and benefits (paid time off, stipend for health insurance, etc.) are negotiable. Questions can be addressed to MNLCOA Chair, Amanda Vickstrom, at amanda.vickstrom@elderjusticemn.org or 651-440-9302.

Supporting Materials
The following materials are available on the Executive Search website at www.mnlcoa.org/leadership.
1. MNLCOA Roster
2. MNLCOA Strategic Plan
3. MNLCOA Bylaws
4. MNLCOA Organizational Chart
Questions
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