



Job Description

Job title	<i>Executive Director</i>	Department	<i>Administration</i>
Employee Name		Reports To	<i>Board of Directors</i>

Job Summary

The Executive Director serves as the chief visionary and strategic leader of KOOTASCA Community Action, driving its mission of "Building Community to End Poverty" while meeting the diverse needs of the communities it serves. This role provides high-level oversight of programs, staff, budgets, and community partnerships to ensure impactful and sustainable service delivery. The Executive Director is responsible for fostering innovation, operational excellence, and compliance with local, state, and federal regulations, as well as funding requirements. Working in close collaboration with the Board of Directors, community stakeholders, and partner organizations, the Executive Director shapes and implements long-term strategies that empower low-income individuals and families, build community resilience, and drive systemic change.

Qualifications

- **Education:**
 - Bachelor's Degree in Nonprofit Management, Business Administration, Public Administration, Human Services, Regional/Community Planning, or other related field.
- **Experience:**
 - More than 10 years relevant experience in Community Action Agency or programs, non-profit, or human services work.
 - Senior leadership experience, preferably within a nonprofit organization, with a strong background in agency/program management, grants management, financial oversight, and community engagement.
 - Experience working with a Board of Directors
- **Authorization:**
 - Pre-Employment Public Record Search
 - BCA & DHS Background Study
 - Ability to travel
 - MVR Approval for use of agency vehicles
- **Skills, Abilities, & Other Knowledge:**
 - Skills
 - Proven ability to inspire, articulate, and drive an organization's strategic vision, fostering alignment and engagement across all stakeholders.
 - Exceptional communication and public speaking skills, with the ability to effectively serve as the organization's primary spokesperson and champion its mission.
 - Demonstrated success in advocating for systemic change and advancing policies that promote equity and support low-income communities.
 - Strong strategic problem-solving skills with the ability to address complex challenges and develop innovative, sustainable solutions.
 - Demonstrated ability to inspire and develop high-performing teams, foster resilience, and build a pipeline of future organizational leaders.

- Abilities:
 - Exceptional capability to analyze complex information and make high-impact decisions that align with the organization's long-term goals and mission.
 - Ability to navigate and lead through organizational change, balancing short-term needs with long-term priorities.
 - Skilled at building and maintaining strategic relationships with government entities, community partners, and funders to advance organizational objectives.
 - Commitment to fostering an inclusive environment that values diversity and ensures equitable access to opportunities and resources.
- Other Knowledge:
 - Deep understanding of poverty, its systemic causes, and barriers faced by low-income individuals and families, with a focus on driving impactful solutions.
 - Expertise in nonprofit governance, regulatory compliance, and fiscal stewardship to ensure the organization operates with transparency and accountability.
 - Commitment to continuous learning and professional development to remain informed and innovative in addressing community needs.

Primary Duties & Responsibilities

This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties as assigned.

Area 1: Agency Mission, Goals, and Objectives

- Lead KOOTASCA in advancing its mission of "Building Community to End Poverty," ensuring all organizational activities and strategies align with the agency's core values and long-term goals.
- Collaborate with the Board of Directors to establish and execute strategic priorities, providing insights and recommendations to support board development, governance, and decision-making.
- Maintain ultimate accountability for agency operations, including program delivery, staff performance, and financial sustainability, ensuring they reflect the needs of the communities served.
- Translate the Board's vision into actionable plans and oversee their implementation, ensuring measurable progress toward strategic goals.
- Oversee the identification and pursuit of funding opportunities to secure resources that sustain and grow the agency's impact.
- Foster continuous improvement in programs, policies, and operations to enhance efficiency, scalability, and responsiveness to community needs.
- Lead long-term strategic planning for organizational growth, including facilities acquisition, expansion, and improvements to support program delivery and operational stability.

Area 2: Organizational Culture and Operations

- Define and champion an organizational culture rooted in KOOTASCA's mission and values, fostering inclusivity, resilience, and collaboration across all levels of the organization.
- Provide high-level leadership to directors and managers, ensuring clear expectations for performance, accountability, and mission-driven results.
- Develop and maintain an organizational structure that supports effective program delivery, clear role definitions and empowerment to execute responsibilities, and alignment with strategic goals.

- Promote leadership development and professional growth within the organization, creating opportunities for staff at all levels to advance their skills and careers.
- Set and enforce performance standards across departments to ensure operational excellence, high staff engagement, and effective teamwork.
- Oversee the creation, implementation, and refinement of policies and practices that support consistency, efficiency, and long-term organizational health.
- Encourage and model cross-departmental collaboration, ensuring that staff work together effectively to maximize the agency's impact and achieve shared goals.

Area 3: Financial Performance and Viability

- Provide strategic oversight for the organization's financial planning and operations, ensuring all practices align with KOOTASCA's mission and long-term goals.
- Oversee budgeting, forecasting, and resource allocation to sustain financial health while supporting the agency's programs and strategic priorities.
- Ensure compliance with all federal, state, and local regulations, as well as adherence to accounting principles and audit standards, safeguarding organizational assets.
- Evaluate and approve key financial documents, including contracts, grants, policies, and legal agreements, to mitigate risks and maximize benefits.
- Build and maintain robust financial systems and internal controls that promote transparency, accountability, and scalability.
- Lead efforts to diversify funding streams and strengthen financial resilience through innovative revenue strategies and effective resource stewardship.

Area 4: Communications Inside & Outside the Agency

- Serve as the primary spokesperson and advocate for KOOTASCA, representing the organization's mission and work to the Board, community stakeholders, and the public.
- Develop and oversee a cohesive communication strategy that aligns with the agency's goals and ensures consistent messaging across all internal and external channels.
- Foster effective internal communication to ensure staff at all levels are informed, aligned, and engaged with the organization's strategic priorities and mission.
- Maintain open and transparent communication with the Board of Directors, providing regular updates on trends, challenges, and organizational performance to support informed governance.
- Build and nurture relationships with government entities, businesses, nonprofits, and community organizations to foster collaboration and advance systemic change.
- Advocate for policies and initiatives that address the root causes of poverty and amplify the voices of low-income individuals and families.
- Oversee public relations efforts to strengthen the agency's reputation, ensuring positive engagement with media, funders, and community partners.
- Monitor and assess community needs and feedback to guide programming and ensure KOOTASCA remains responsive to emerging challenges and opportunities.

Job Factors

Supervision of Others:

- Responsible for assigning, instructing, and checking the work of 8 to 10 other employees in 2 or more geographic locations.

Safety of Others:

- Responsible for the safety of others on the job. Provides oversight of work groups and/or public served. Implements and enforces safety standards for self and others.

Contacts:

- Contact is both inside and outside the agency, and includes regular making of formal presentations, negotiations, or coordination of work.

Physical Demand:

- Must be able to lift 25 pounds.
- Requires sitting, standing, bending, stooping and reaching.

Travel:

- Must have reliable transportation.
- Must have valid driver’s license and current auto insurance coverage in compliance with Minnesota State guidelines on the vehicle used for work related travel.
- Travel for completion of job duties, trainings and meetings as required.

General Agency Requirements

Professionalism:

- Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers, providers, volunteers, and supervisors.
- Treat clients, co-workers, and the public in a respectful and courteous manner at all times.
- Continue to develop skills and abilities.

Community Representation:

- Represent KOOTASCA Community Action, Inc. in a positive manner.
- Adhere to the Community Action Code of Ethics.
- Seek to understand poverty and the barriers faced by community members.

Confidentiality:

- Maintain confidentiality of agency, program, and client information.

Employee Signature:	<i>Signature</i>
Date:	<i>Date</i>
Supervisor Signature:	<i>Signature</i>
Date:	<i>Date</i>
HR Signature:	<i>Signature</i>
Date:	<i>Date</i>

KOOTASCA Community Action an Equal Opportunity (EEO) and Affirmative Action (AA) Employer. We recruit, hire, place, promote, terminate, layoff, recall, transfer, compensate, and train without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, status with regard to public assistance or any other basis protected by applicable federal, state, or local law. This information will be made available in alternative formats upon request.