



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR, LeadMN, Saint Paul, Minnesota (www.leadmn.org)

LeadMN (Minnesota State College Student Association), represents over 100,000 students at Minnesota's 48 public technical and two-year college campuses. The association works to ensure accessible, quality, and affordable public higher education while providing representation through leadership development, advocacy, scholarship development and communication across the state.

JOB DESCRIPTION

Position Title: Executive Director

Position Purpose: To advance the mission and strategic plan of LeadMN by managing the day-to-day operations of the association, overseeing the association staff, and through partnership with the governing council.

Position Reports to: The Executive Director shall report to the President and the Governing Council.

Position Responsibilities and Duties include, but are not limited to:

LeadMN Daily Operations

- Oversee the day-to-day operations of the association.
- Ensuring the implementation of association's strategic plan.
- Supervising all human resource activities, including staff supervision (6 full-time and 1 part-time employees), payroll, benefits administration, personnel files, and annual written performance evaluations.
- Oversee facility maintenance.
- Coordinating all LeadMN events, conferences, meetings, and seminars.

Financial Management & Oversight

- Supervise the solicitation and maintenance of grants.
- Supervise the association's \$ 1.2 million annual budget, and management of financial documents.
- Oversee fundraising efforts.

Leadership & Mentorship

- Support of organizational student appointees to higher education policy taskforces and committees, while fostering a commitment to diversity, equity and inclusion.
- Training and mentorship of association student leadership and staff.



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Policy & Legislative Actions

- Attend higher education policy meetings and trainings.
- Oversee the advancement of policy through the MnSCU system that benefits students.
- Oversee research on higher education policy issues and trends nationally.
- Oversee legislative work at the state and federal level.
- Oversee creation of issue campaigns and policy research.

Stakeholder Communications

- Ensure effective communication with cabinet, governing council, platform committee, alumni, student senate presidents and student senate advisors.
- Oversee production of educational and promotional materials on higher education issues for use by student leaders.
- Coordinate the preparation and distribution of advocacy literature and related information, such as annual state and federal legislation agendas.

Qualification Requirements:

- Bachelor's degree required. Master's degree desirable.
- Prior community college education a plus.
- 3-5 years management experience; non-profit or education work history highly desirable.
- Strong interpersonal, organizational and communication skills.
- Advocacy experience highly desirable.
- Advanced knowledge of Microsoft Suite, Google Suite and overall computer proficiency.
- Ability to work beyond traditional office hours. Occasional weekend and evening work will be required, including meetings outside of the metro area. Office hours are 8 am – 4:30 pm, Monday through Friday, flexible hybrid schedule.

Compensation & Benefits offered:

This is a full-time, exempt position offering a base salary of \$101,000.00

Medical, HSA plan, dental, life insurance, long term disability, paid holidays, personal leave, PTO, compensatory time, and retirement plan with employer match.

HOW TO APPLY:

LeadMN has retained The Mazzitelli Group to conduct this search. All applications and inquiries are welcome. **Please email cover letter, resume, and three professional references to:**

tm@mazzsearch.com

Teresa A. Mazzitelli, President & CEO
The Mazzitelli Group
Executive Search Consultants
www.mazzsearch.com