



## **MINNESOTA INDIAN WOMEN'S RESOURCE CENTER JOB OPENING FOR PRESIDENT AND CHIEF EXECUTIVE OFFICER**

*TO EMPOWER AMERICAN INDIAN WOMEN AND FAMILIES TO EXERCISE THEIR CULTURAL VALUES AND INTEGRITY, AND TO ACHIEVE SUSTAINABLE LIFEWAYS, WHILE ADVOCATING FOR JUSTICE AND EQUITY.*

The Minnesota Indian Women's Resource Center (MIWRC) is a non-profit social and educational services organization committed to the holistic growth and development of American Indian women and their families. Founded in 1984, MIWRC provides a broad range of programs designed to educate and empower American Indian women and their families, and to inform and assist those who work providing services to the community.

MIWRC is located in the Phillips neighborhood of Minneapolis, which has the third largest urban American Indian population in the United States. More Information can be found at [www.miwrc.org](http://www.miwrc.org)

**The President and CEO** will report to the Board of Directors and provide bold and strategic leadership, management, and support to the organization and community.

MIWRC is a vital community organization with an eight-member Board of Directors and 30+ employees. MIWRC programs provide support, advocacy, and activities that utilize traditional teachings and other cultural strengths to encourage healing, build resilience, and counter the normalization of violence. Programs are developed to reflect the needs of our families and are tailored to address issues that significantly affect their well-being. Programming includes Support and Social Groups, Behavioral Health and Substance Use Treatment, Family Stabilization, and a Learning Center. MIWRC maintains thirteen Section 8 housing units and is expanding our housing portfolio.

The CEO will supervise an Executive Team and be responsible for overseeing the effective implementation of all programs and administration.

### **Key Responsibilities:**

#### **Leadership, Management and Organizational Strategy**

- Recognize the wide range of cultural values, beliefs and traditions and provide leadership utilizing this knowledge for the overall service delivery and management of MIWRC based on our values, mission, and traditional teachings
- Directly supervise and empower the Executive Team and other Program Directors as necessary to support a high-performing and positive organizational culture aligned with our values
- Develop and maintain sound and positive relations with the community and organizations relevant to our mission and outcomes, including community partner organizations, city and state agencies, foundations, corporate and individual donors, and elected officials





- With staff and the Board of Directors, establish annual organizational goals, objectives and work plans, and track results against these goals
- Represent MIWRC on committees and task forces, as well as to our community and the general public and at speaking engagements, conference panels and trainings
- Ensure implementation of effective administrative policies and procedures, reporting structures, and job descriptions

### **Revenue Generation and Financial Oversight**

- Set and monitor the annual budget
- Ensure best practice financial controls and oversight of short- and long-term income and expenses
- Provide leadership and direction to revenue development efforts including grant requests, billing, government contracts and individual donors, including a major gifts program

### **Program Oversight and Evaluation**

- Oversee all programs of the organization and ensure the coordination, integration, and delivery of all programs, contracts and related services, promoting collaborative relationships between program areas and other community partners

### **Administrative Leadership and Support**

- Provide the organization with a clear vision and leadership on the human resource and operational policies and functions of MIWRC

### **Job Qualifications**

1. Demonstrated deep understanding, knowledge, and experience working in an urban American Indian community with experience in program areas offered at MIWRC addressing the needs of women and their families
2. Passion for MIWRC's mission and values, and awareness of traditional teachings and cultural strengths
3. History of transparent and high integrity leadership
4. Previous leadership experience that allows for ability to provide board development, staff leadership, financial management, program oversight and fundraising
5. Knowledge and experience in nonprofit fundraising techniques, including major gift fundraising
6. Excellent verbal and written communications skills, including engaging public speaking abilities
7. Bachelor's Degree or higher in related field preferred

### **To Apply**

- Approximate salary range of \$95,000 to \$125,000 with comprehensive benefits
- Position will remain open until filled, **first screening of candidates on or about May 21, 2020**
- Send cover letter, resume, and three professional references as one .pdf document to [admin@meyerconsulting.org](mailto:admin@meyerconsulting.org). You will receive an email confirmation when it is received

Questions can be directed to Roger Meyer at [roger@meyerconsulting.org](mailto:roger@meyerconsulting.org) or 651-338-5318

*MIWRC is an Affirmative Action Equal Opportunity Employer*

