



WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

Position opening: Executive Director

Salary range: \$115,000-135,000

ABOUT PREPARE + PROSPER

Prepare + Prosper (P+P) has local impact and national influence. Our mission is to work with people to build financial wellbeing and address financial inclusion. Harnessing the power of volunteers and partnerships, we provide free tax preparation and financial services, products, and coaching, and work to change systems to create economic opportunity for everyone. In 2019, we leveraged the help of 600+ volunteers to serve 12,000+ people who received a collective \$25 million in refunds. We have served the Twin Cities community for almost 50 years. P+P is committed to the principles of diversity, equity, and inclusion in our work and is particularly interested in receiving applications from people of color and those with lived experiences like the people we serve.

www.prepareandprosper.org.

POSITION AT A GLANCE

	The Executive Director must be a strong leader and relationship-builder, skilled in fund development, and systems-change work.
	The Executive Director leads the organization to successfully advance its mission and implement its vision to build financial well-being for families and communities.
	The Executive Director supports staff in meeting their responsibilities and directly supervises the Deputy Director, External Relations Director, Financial Capability + Learning Director, and the Tax + Financial Services Director.
	The Executive Director reports to the Board of Directors and supports the Board in meeting its governance and financial responsibilities.

WHY THIS POSITION IS IMPORTANT

The Executive Director (ED) leads Prepare + Prosper (P+P) to advance our mission while upholding and promoting our values. The ED must be deeply committed to economic justice and anti-racism. As the leader of our organization, the ED is responsible for the strategic direction and the management of our operations. Enhancing the P+P name, fundraising, and advocating for economic justice in Minnesota are major aspects of the position and require strong relationship building skills. The ED also leads and motivates an increasingly diverse, inclusive, and collaborative team of staff and volunteers.

A DETAILED DESCRIPTION OF THE ED POSITION

Strategic Leadership and Organization Management

- Lead P+P in developing its strategic plan and priorities; work with the Board of Directors and Leadership Team to ensure annual objectives reflect our mission and strategic plan.
- Lead our internal and external equity and inclusion efforts in accordance with the organization's mission and strategic plan.
- Oversee the establishment of benchmarks and metrics to measure success; ensure that all program activities operate consistently and ethically in accordance with P+P values.

Fundraising

- Lead our efforts in partnership with the Development Team and the Board of Directors to develop and implement goals, objectives and strategies to generate sustainable, diversified revenue.
- Identify, cultivate, and solicit support from individuals and institutions. Foster a prospecting and relationship-oriented culture.
- Elevate and drive P+P's brand and positioning at the local and national level to advance the organization's success and leadership.

Programs and Direct Services

- Work in partnership with the Leadership Team to ensure high-quality, customer-centered, outcome-based programs and services.
- Help staff to strengthen and adapt programs based on community needs and goals.
- Leverage P+P's expertise to help shape and build best practices for the field; identify research and evaluation opportunities to help inform these best practices.

Economic Justice Advocacy

- Lead our economic justice advocacy and work in partnership with coalition partners, focusing on the issues and experiences impacting the people we serve, with a particular focus on advocacy that advances racial equity.
- Work with the Board of Directors, staff, and community partners, to develop and implement an intentional advocacy agenda and plans to engage volunteers, customers, and/or staff to support legislative and systems-change efforts.

Diversity, Equity and Inclusion (DEI) and Staff Development

- Lead the organization's internal DEI efforts and engage staff, volunteers, and the Board of Directors.
- Support a healthy and vibrant work culture that emphasizes collaboration, recognizes the positive aspects and chemistry of existing culture, and utilizes the skills, passion, and potential of staff to further both individual career aspirations and goals of P+P.

Financial Oversight and Board of Director Relations

- Oversee management of the financial matters impacting P+P, including annual budgets and spending, regular financial reporting, and compliance with all regulatory requirements.
- Work closely with the Board Chair and Executive Committee to ensure the Board adheres to governance best practices and maximizes board input, engagement, and stewardship.

QUALIFICATIONS

The ideal candidate will bring a deep understanding of economic justice and the adverse impact of current finance and economic systems on low-income communities - particularly the Black, Indigenous, and People of Color segments of our community. The candidate will also possess the ability and experience to effectively manage and support a service delivery organization. Specific qualifications include:

- Progressive leadership and management experience with a history of success on economic justice issues.
- Deep knowledge of individuals and communities impacted by systemic economic injustice.
- Proven track record of implementing DEI and anti-racism initiatives with the ability to engage people from all backgrounds to advance the initiatives.
- Experience managing a multi-faceted service delivery organization.
- Experience with non-profit fundraising and financial management.
- Experience working with a Board of Directors.
- Strong personal and professional integrity, with an ability to inspire confidence and cooperation through exceptional communication skills.
- An organized and goal-oriented work style coupled with an ability to motivate and empower others.
- The ability to work comfortably with diverse communities, easily relating to people of all ages, races, ethnicities, and socio-economic backgrounds.
- Capacity to have fun.

HOW TO APPLY

Position will remain open until filled, **first screening of candidates on or about January 8, 2021.**

Send cover letter, resume, and three professional references as one .pdf document to admin@meyerconsulting.org. Contact Roger Meyer at roger@meyerconsulting.org or 651-338-5318 to learn more.

OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

P+P is an equal opportunity employer and does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws.