



Linden Hills Neighborhood Council Executive Director Job Description

The Executive Director is the key management leader of the Linden Hills Neighborhood Council (aka "Board"). The Executive Director works with multiple stakeholders: the volunteer Board, local government entities, elected officials, community members, etc.

The Executive Director is responsible for overseeing administration, programs, execution of strategic plans, and the day-to day operations of the organization. Other key duties include the community outreach, marketing, and fundraising. The position reports directly to the Executive Committee of the Board of Directors.

This is a part-time employee position (approximately 20 hours per week); hours can be set by employee with consideration for LHiNC needs. During busy times, the Executive Director may work more than 20 hours per week.

Application Due Date: June 30, 2023

Anticipated Hourly Pay Rate: \$27 - \$31/hour

Desired Start Date: August 1, 2023

Materials for Application: Cover Letter, List of 2-3 References, Resume

Submit materials (in one single email) to: Judy Hornbacher - judyhornbacher25@gmail.com.

Responsibilities May Include The Following:

Board and Committee Support. Provide staff support to the Board and its committees including:

- Provide support for Board, General Membership, Executive Committee, Finance, and Events Committee meetings
- Carry out Board directives
- Prepare and distribute agenda and materials for monthly Board meetings
- Assist Board with recruiting new members
- Assist Board with organization of Annual Meeting and Board Orientation
- Serve as the liaison with partner organizations and government officials.

Communications & Public Relations. Represent LHiNC through print, electronic, and social media to enhance visibility, including:

- Manage organization email account
- Maintain and update website
- Plan and draft content for print newsletter, e-newsletters and social media
- Implement marketing and PR campaigns
- Organize print and marketing materials as needed
- Serve as a LHiNC's spokesperson
- maintain good working relationships with local media partners.

Programs, Projects & Events. In coordination with Board and volunteers, manage implementation of existing LHiNC programs, projects, and events and develop additional activities, which address the needs and issues in the neighborhood. Events/initiatives may include, but are not limited to:

- Annual Meeting/Fall Fest
- Linden Hills Festival
- Taste of Linden Hills

Financial Management. Oversee LHiNC's finances and ensure sound management including:

- Maintain LHiNC's bank accounts and accounting system
- Work with the Treasurer to provide regular financial reports and analysis to the board
- Maintain financial records
- Assist the Board in preparing an annual organizational budget
- Arrange for an annual organizational audit or financial review and filing of the IRS 990 Report
- Maintain IRS 501(c)3 status and good standing with the MN Secretary of State and Attorney General
- Supervise the contract bookkeeper
- Ensure compliance with contracts and requesting funds from reimbursement-based contracts in a timely manner

Partnership Development. Develop partnerships with others who work on issues both inside and outside of the neighborhood with the goal of increasing the resources available to the neighborhood.

Responsibilities include:

- Increase LHiNC's visibility, connections and participation with organizations, businesses, government agencies, and local officials.
- Ensure appropriate communication among collaboration partners, the Board/committees and the greater LHiNC community.

Community Outreach. Promote LHiNC with residents and local businesses to enhance visibility, including:

- Promote LHiNC events and projects
- Attract new volunteers to the organization
- Motivate people to become involved in the neighborhood
- Network with local businesses, organizations, and schools to learn about their needs and wants for the neighborhood

Organizational Planning. Co-create (with the Board), implement, and evaluate LHiNC's mission, vision and strategic plan, including:

- Initiate the process for regular updates to the mission, vision, and strategic plan
- Train new Board members and committee chairs on the mission, vision, and strategic plan

Policy and Procedures. Ensure LHiNC's bylaws, policies, and procedures are up-to-date and enforced.

Responsibilities include

- Review bylaws, policies, and procedures periodically, and recommend changes to the Board when necessary
- Coordinate with the NCR Department to ensure the accuracy of LHiNC's policies and procedures