

Job Title: Executive Director**Status: Exempt****Reports to: Mill City Commons Board of Directors**

**POSITION SUMMARY**

The Executive Director is responsible for advancing the mission and vision and promoting, building and sustaining Mill City Commons (MCC) including planning, timing and successful implementation of fund raising in collaboration with the Board of Directors. The Executive Director will be responsible for the day-to-day operations of MCC and will be accountable for establishing and maintaining a consistently high level of member satisfaction. Primary accountability will be to the Chair of the Board of MCC.

ESSENTIAL DUTIES AND RESPONSIBILITIES**Leadership and Management**

- Provide leadership of the organization to ensure achievement of its mission and vision.
- Promote active Board engagement and participation of all members.
- Partner with the Board to develop and ensure implementation of strategic and shorter-term work plans; ensure that plans are periodically updated.
- Support the governance function of the board by providing meeting agendas, minutes, accurate financial reports and informative updates on status of MCC.
- Develop and execute effective fundraising initiatives in collaboration with the Board. Ensure financial sustainability.

Member Relations, Engagement and Retention

- Communicate weekly with members via End of Week Update and Musings in collaboration with the Business and Membership Services Administrator and the Program and Events Manager.
- Maintain a positive and welcoming intake process for new members in partnership with the Business and Member Services Administrator to determine interests and needs and promote immediate engagement.
- Continuously build positive member relations, seeking out opportunities to get to know individual members and encourage their ongoing participation and volunteer support of MCC programs.
- Work with Business and Member Services Administrator and Program and Events Manager to ensure high level of member engagement with MCC through frequent review of individual member participation and program attendance.
- Seek out opportunities for direct contact and member feedback.

Community Outreach, Marketing and Member Recruitment

- Establish and maintain effective community relations to build goodwill and understanding of MCC and its mission in order to increase visibility with and attract prospective members, sponsors and partners.
- Periodically review and develop effective branding and messaging strategies to enhance community visibility and recruitment efforts and develop and update effective marketing and public relations materials.
- Assist in growing the membership by working closely with Membership Recruitment, Renewal and Retention work group charged with identifying prospects and actively assist in recruiting them as members.
- Increase organizational resources by recruiting and managing relationships with sponsors and partners.

Staff Management

- Recruit, hire and retain staff, as authorized by Board.
- Build, train and maintain high-performing team through communication, collaboration, feedback and job development.
- Provide leadership and guidance to Program and Events Manager to ensure program excellence and member satisfaction in collaboration with the Program Committee.

- Provide leadership and guidance to Business and Member Services Administrator in implementation of effective recruitment and member relations strategies in collaboration with the Membership Recruitment, Renewal and Retention work group.
- Set and enable effective response to measurable goals.

Financial Management/Administration

- Prepare and manage the annual budget for MCC as approved by the Board.
- Oversee accounting and reporting systems.
- Maintain official records of the organization.

*** 30 hours per week -- could be five 6-hour days or four 7 1/2 hour days assuming MCC has phone coverage for five day week.

DESIRED QUALIFICATIONS:

- Bachelor's degree
- Possess a sensitivity and aptitude for working with older adults and diverse populations
- Demonstrated results in relationship marketing and fund raising
- Experience with membership organizations
- Experience working with nonprofit boards a plus
- Excellent written & oral communication, presentation skills and confidence with public speaking
- Self-motivated, with the ability to work independently and take initiative
- Enthusiastic, positive and service oriented
- Strong interpersonal and organizational skills with ability to multi-task
- Knowledge and experience in managing an organization in transition a plus