



## Mill City Commons Executive Director Job Announcement

Mill City Commons (MCC) is seeking an experienced Executive Director (ED) to lead our membership organization, which is part of the National Village to Village Network. MCC brings together neighbors 55+ in Minneapolis's vibrant central Riverfront neighborhood through social, cultural, recreational and educational programs. MCC connects its members to a wide variety of resources and experiences to help maintain healthy, engaged lives as they age.

This is a three-quarter time position (60 hours over each two-week pay period) that reports to the Board Chair and supervises two part-time staff. The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively while maintaining a consistently high level of member satisfaction. Key accountabilities include leading the organization to strengthen financial stability, maintaining programming that engages and supports membership, and developing robust external relationships and reputation. Must be highly self-motivated, organized, detail oriented, and have experience managing multiple long-term and short-term priorities. Excellent written communication and public speaking / presentation skills are required.

### Desired qualifications:

- Bachelor's degree
- Supervisory experience
- Excellent time management, planning and teamwork skills
- Demonstrated ability to work independently and coordinate and provide leadership and guidance to staff and volunteer committees
- Ability to work a flexible schedule, including occasional evenings and weekends
- Previous experience in membership organizations a plus
- Knowledge and experience in managing an organization in transition a plus

### Key areas of responsibility:

- Manage day-to-day activities of the organization and maintain ongoing communication with the Board, staff and committees
- Continuously build positive member relations by direct contact and encourage feedback on programs and events to develop member engagement, recruitment and retention
- Increase visibility of MCC through active community relations initiatives, including promotion through local and neighborhood media outlets
- Develop and successfully implement fund raising strategies to ensure long term financial stability of the organization
- Prepare and manage the annual MCC budget, to include maintaining accounting and reporting systems and the official records of the organization

Detailed information about Mill City Commons and a complete job description for this position may be found at [www.millcitycommons.org](http://www.millcitycommons.org).

Submit cover letter, resume and application by March 21,2019 to: [applytomcc@millcitycommons.org](mailto:applytomcc@millcitycommons.org).