Executive Director
District 10 Como Community Council

The Como Community Council – one of Saint Paul’s 17 district councils – seeks an Executive Director to provide leadership, vision, and administrative reliability for Council activists and activities.

About the Position
The Executive Director is the principal staff position for the District Council. The position reports directly to the Board Chair and works closely with additional officers and Board members; with representatives of partner organizations; with the district’s residents, institutions, and businesses; and with City staff and elected officials as necessary.

The Director often is the most-visible representative of the District Council. The Director’s ability to provide continuity and connections, to organize and mobilize community assets, to expand capacity, to navigate systems and personalities, and to combine practical and aspirational goals is highly influential in the organization’s success.

How to Apply
- Send cover letter, resume, and at least three professional references to: district10@district10comopark.org
- Please indicate “Executive Director” in the email subject line and within your cover letter
- Position is open until filled; initial review of applicants will begin May 20, 2021

No phone calls, please.

Priority Responsibilities Include:

Leadership, Support and Administration
- Promote active, broad, and inclusive participation by volunteers and other community members in all areas of the organization’s work
- Work with Board leadership to develop annual work plans that pursue the Council’s mission, vision, and values, and reflect community priorities. Partner with Board and community members to turn the plans’ goals into reality
- Work with Board members to operate an organization that is effective, visible, trusted, and adheres to best-practice standards of transparency, accessibility, accountability, and engagement.
- Attend, participate in, and provide research, guidance, and administrative support for Council, its committees, and community initiatives and events, including monthly meetings
- Identify issues and needs of importance to the Council and community. Stay personally informed, and keep Board members and community members informed as appropriate
- Supervise and provide guidance to the Community Organizer, interns, and other staff
- Participate in citywide collaboration with staff and board members of other District Councils
- Maintain official records and documents. Ensure compliance with federal, state, and local regulations

Affirmative Action, Equal Opportunity Employer
Budget and Finances

- Work with the Treasurer and Board leadership to prepare an annual budget
- Manage the annual budget; monthly financial transactions, including accounts payable and receivable; and timely grant filing, reporting, and compliance
- In partnership with the Treasurer and the organization’s contracted accountant, maintain sound and transparent financial practices

Communications

- Be accessible to community members; respond to their inquiries in a timely, respectful, and unbiased manner; and connect them to appropriate committees, public staff, or other resources.
- Maintain the Council’s website and community calendar; ensure that they are current and accurate
- Publish the Council’s email newsletter, including writing and compiling content
- Maintain a Council presence in social media and community newspapers
- Establish sound working relationships and partnerships among the Council, community members, and other organizations

About the Job

The Director works 35 hours a week. There is a moderate amount of scheduling flexibility, but some night hours and occasional weekend hours are required. The Director works out of an historic building in Como Regional Park. Work is a blend of remote and in-person time, as job demands require and pandemic conditions allow. Salary is $41,000 a year, with paid holidays and vacation.

Qualifications

- Experience and effectiveness in community or issues organizing, organizational development and management, and community empowerment
- Meeting and event management
- Ability to work for and work with volunteer board leadership
- Excellent written and verbal communication skills, including being comfortable in public speaking
- Demonstrated capacity to take initiative, triage priorities, and work with a high sense of urgency, autonomy, and flexibility
- Open-mindedness, capacity and insight to drive discussions toward consensus and solutions
- Outstanding thought leadership, including commitment and instincts for diversity and inclusion
- Excellent project management, analytical, and organizational skills
- Proficiency in Microsoft Office, Google Suite, Survey Monkey, Constant Contact, website protocols