

# Executive Director



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Northfield Shares ♦ Northfield, Minnesota ♦ [northfieldshares.org](http://northfieldshares.org)

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**MISSION:** Our organization seeks to sustain and transform the Northfield community by advancing philanthropy, inspiring volunteerism and promoting collaborative leadership.

**VISION:** Northfield will be a prosperous and generous community fueled by engaged donors and volunteers.

**HISTORY:** Northfield Shares is a 501(c)(3) nonprofit organization formed in 2014 through the union of two established organizations focusing on philanthropy and volunteerism in Northfield: The Northfield Area Foundation and 5th Bridge. Through its annual granting process, Northfield Shares intends to address the most current challenges and opportunities facing our stakeholders including, but not limited to homelessness, youth programs, city beautification, advocacy for underserved populations, and land restoration.

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**POSITION PURPOSE:** Northfield Shares seeks a director who will advance the mission and vision of the organization. The director serves as the public face, champion, and ambassador of Northfield Shares, representing the organization with prospective donors and within the community. The position reports to the Board Chair on behalf of the Board of Directors.

The board has set the current priorities of this position to be **fund development, strategic and resource development, and community leadership**. The director will expand the impact and influence of Northfield Shares throughout the area it serves by:

- ♦ Directing fundraising and development goals to increase the fund assets.
- ♦ Demonstrating leadership skills to attract donors, collaborate with professional advisors, and engage with community leaders and nonprofits.
- ♦ Managing on-going community collaboration to ensure grants are meeting current and emerging needs.
- ♦ Co-creating a strategic plan with the Board of Directors.
- ♦ Overseeing the fiduciary responsibilities of the organization.
- ♦ Leveraging internal and external resources to drive programming, communication and marketing efforts.
- ♦ Guiding overall operations, including but not limited to, an on-line volunteer portal, fundraising events, the budgeting process, accounting and software systems, record-keeping, auditing and tax filing processes.
- ♦ Administering the implementation of board processes and policies.
- ♦ Supervising staff.

## CANDIDATE QUALIFICATIONS:

- ♦ Proven leadership and/or relevant experience within the context of nonprofits and/or community foundations.
- ♦ Relational connectedness with organizations and stakeholders.
- ♦ Strategic and systematic thinker.
- ♦ Ability to effectively communicate Northfield Shares' mission to donors, volunteers, and the community.
- ♦ Literate in social media tools.
- ♦ Demonstrates awareness of diversity, equity and inclusion.
- ♦ Highly engaged in the community life of Northfield.
- ♦ College degree is preferred.

Compensation range: \$75,000 to \$85,000, including benefits, per year, depending upon qualifications and experience.

To apply, send a résumé and letter of introduction to [info@northfieldshares.org](mailto:info@northfieldshares.org), SUBJECT LINE: Executive Director

Open until filled.