

The Angel Fund of NE MN is seeking a self-driven and highly competent executive director to lead our nonprofit organization toward favorable growth while supporting our organizational operations. Duties for the executive director will include assisting in the management of assets, providing leadership to board members, establishing organizational goals, advising the board of directors on organizational activities, overseeing daily operations of the organization, grant writing, and assisting in promotion and planning of fundraising events. The executive director will promote our mission, maintain positive relationships with external resources to achieve organizational goals, improve revenue, strategically plan, and enhance relationships with surrounding communities.

The executive director candidate must possess clear communication skills, strong leadership qualities, and exceptional planning and organizational skills.

Executive Director Responsibilities:

- Developing and directing organizational strategy
- Drafting organizational policies
- Overseeing day-to-day business activities
- Assisting the board treasurer in preparing comprehensive budgets
- Reporting on revenue and expenditures/overseeing financial accounts
- Engaging with community groups, including healthcare providers
- Seeking and writing grants
- Assisting in promoting and planning of fundraising events
- Overseeing all aspects of communications—from web presence (updating and maintaining website) to external relations
- Attending community and business events
- Ensuring nonprofit compliance
- Assisting in the processing of requests

- Maintaining records of requests and electronic votes
- Marketing/Develop and implement strategies aiming to promote the organization's mission and "voice"
- Obtaining special event/gambling permits
- Reports to the Board of Directors and attend board meetings
- Other duties as assigned

Executive Director Requirements:

- Excellence in organizational management with the ability to set and achieve strategic objectives, and manage a budget
- Highly ethical behavior
- Strong written and verbal communication skills with excellent interpersonal and multidisciplinary project skills
- In-depth knowledge of budget management.
- Public relations and marketing knowledge
- Grant writing skills
- Fundraising experience
- Strong marketing, public relations, and fundraising experience
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Accessibility to answer questions of community members, board members via email/phone