Executive Director

Summary

The Executive Director reports directly to the Owatonna Foundation’s Executive Board and is responsible for the consistent achievement of the organization’s mission, vision, annual financial and strategic objectives, and overall leadership of the Owatonna Foundation organization. The Executive Director will focus on the priorities of fund and stakeholder development, strategic and resource development, and community engagement. Other key duties include the hiring, performance management, and retention of all team members.

This position requires strong leadership and communication skills, a proven ability to build relational connectedness, demonstrated qualities as a strategic and systematic thinker, documented experience in the successful execution of fund strategies, program development, and proven skills in active, involved volunteer leadership and programs.

Highly qualified candidates will have knowledge of and experience with dynamic forces that are reshaping communities, the nonprofit sector, and the work of community foundations. A successful candidate will possess many of the following skills and characteristics.

- Bachelor’s degree and 10+ years of effective leadership in business, non-profit industry and/or community development highly preferred.
- Excellent oral, written and interpersonal communication skills.
- Proven ability to foster relational connectedness with organizations and stakeholders.
- Must excel at strategic and systematic thinking, be open to new perspectives and more effective and efficient ways to do things; and be creative, visionary, and manage innovation well.
- Results and growth oriented with demonstrated success in operating a financially sustainable organization.
- Experience mentoring teams and refining structures and systems to support an organization’s operating results and impact.
- Flexibility and ability to adjust activities and priorities and take on new or delegate responsibilities.
- Adept at fostering equity through building relationships and teams inclusive of diverse perspectives and lived experiences.
- Able to prioritize, develop and implement work plans, creatively problem solve and exercise good judgment.
- A proven track record in raising private contributions is necessary.
- Discreet and impeccable moral and ethical conduct.
- Maintain local public office space and able to be reached by phone during regularly schedule hours.
- Highly engaged in the community life of Owatonna.
30 hours per week, working days are Monday through Wednesday and Fridays.

Compensation package based on qualifications and experience. Range $55,000 to $65,000.

Please submit your resume to delanasevier@spherion.com.

For more information, please contact Delana at (507)451-3400.

Application deadline is March 20, 2022.