

Lexington-Hamline Community Council

Position Title: Executive Director

Position Summary: This position carries out the organization's mission through engaging community members and working under the supervision of the Board of Directors. The executive director facilitates the development, implementation and management of activities, programs and events that build community and improve the quality of life in our neighborhood. The Executive Director ensures oversight and fulfillment of the objectives and action plans to achieve goals outlined by the strategic plan in the focus areas of: crime and safety, housing and development, building community, parks and open spaces, and financial planning.

Accountabilities:

Program Administration and Development

- Strive to build an effective, diverse Board of Directors.
- Work with organization stakeholders to develop program, organization and financial plans, and carry out plans and policies authorized by the board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- General office management duties to include but not limited to: database management, mail, email, schedules, bills, inventory, technology, etc.
- Organize community events with support from neighborhood volunteers

Community Liaison

- Establish sound working relationships and cooperative arrangements between the board, committees, residents and outside organizations and promote the image of the organization.
- Act as liaison and main point of contact for neighborhood organizations, police and fire officials
- Maintain effective relationships with local government entities
- Monitor participation agreements and requirements for community programs.
- Foster relationships with Skyline Tower residents, addressing needs and ensuring inclusion

Communication

- Acts as a point person for questions from the community, responding to inquiries in a timely manner and connecting people to appropriate advocacy and resources.
- Creates and distributes regular neighborhood communications
- Maintain oversight of the Lexington-Hamline community council website and social media accounts.
- Create and distribute organizational reports, meeting agendas and meeting minutes.

Volunteer Management

- Attract, onboard, train, coach and manage interns
- Recruit and promote active and broad participation by volunteers

- Support the Lexington-Hamline community block leaders and Welcome Wagon program maintenance.

Financial Management

- Work with the finance committee and the board to prepare a budget, ensure the organization operates within budget guidelines and maintains sound financial practices.
- Work with the board to ensure that adequate funds are available to permit the organization to carry out its work, including grant development
- Work with the bookkeeper to produce financial statements, reports and other relevant documents

Preferred Qualifications:

- Bachelor's degree
- Experience in nonprofit management and/or leadership
- Experience with grant writing
- Comfort with digital technology and communication tools
- Excellent interpersonal skills including the ability to effectively and respectfully communicate with community members, board members, volunteers, community leaders and external contacts of all ages, background and cultures
- Available to work evenings and weekends as needed to engage the community

The Lexington-Hamline Community Council is an independent non-profit neighborhood organization within the boundaries of Union Park District Council and is a 501(c)3 tax-exempt organization governed by an all-volunteer board of directors. The purpose and mission of the Council is to improve the quality of life and bring about positive community change in the Lexington-Hamline neighborhood of St. Paul. The council engages neighborhood residents in community projects, programs, and direct action on issues that affect the neighborhood.

This is a part-time position. Starting salary range of \$35,600 - \$40,000.

To apply: Please send a resume and cover letter to HR@lexham.org. Deadline to apply is Monday, October 25, 2021.