

## **Minturn Community Fund Part-Time Executive Director**

**The Minturn Community Fund is seeking a local Part-Time Executive Director to further the mission and programs of the Minturn Community Fund in 2013 and beyond. It is paramount that this person be passionate about the Minturn community and connected to the Minturn community. The position offers an opportunity for growth potentially into full-time status.**

### **ABOUT THE ORGANIZATION**

#### **MISSION**

“The Minturn Community Fund exists to connect people, enhance lives and to enrich and preserve Minturn’s authentic community.”

#### **VISION**

The Minturn Community Fund Board of Directors envisions that through the organization’s work, Minturn will be a healthy, vibrant and authentic community that meets the challenge of change while preserving its rich history and small town character. The MCF believes that “Minturn Matters” and this motto is the cornerstone of the organization’s mission and vision.

### **EXECUTIVE DIRECTOR POSITION**

The MCF, like many non-profits, has a minimal staff and board that is responsible for executing a significant amount of work and it is paramount that the Executive Director is an active staff member who carries a great deal of responsibility in day-to-day operations.

Thus, **key roles** will require the successful Executive Director, in collaboration with others, to:

- Execute day-to-day operations to support the goals and vision of the organization
- Build support and relationships with other Minturn non-profits, groups, clubs, individual donors and other funding sources
- Work closely with the Town of Minturn to promote events and achieve the MCF’s mission
- Execute operations with tenacity and precision while keeping a profit-and-loss mindset
- Write, execute and complete funding requests & grant proposals
- Envision, develop, plan and execute successful community-building programs and events
- Provide responsive advice, counsel, education, and service to the Board regarding nonprofit issues and trends in the nonprofit world as well as Minturn issues and trends in the community of Minturn
- Prepare quarterly board statements and establish a consistent communication system with MCF Board of Directors

### **ESSENTIAL SKILLS AND ABILITIES**

Proven **EXPERIENCE** should include the following:

- Highly skilled leadership in the development and implementation of both vision and programming plans and advocacy with measurable outcomes
- Conducting successful public relations and marketing campaigns to increase public awareness of an organization, its programs and events, and members (including using modern technology to do so i.e. social media)

- Experience growing a nonprofit organization
- Managing finances and resources for an organization and proven familiarity with non-profit accounting practices
- Volunteer recruitment
- Developing coalitions on behalf of the organization and its volunteers
- Developing, launching and promoting new programs, events and services
- Working closely with a nonprofit Board of Directors
- Providing oversight and assisting in the execution of the development of fundraising programs

The MCF seeks an individual with the following **SKILLS**:

- Visionary leadership including strategic planning and creative problem solving
- Excellent communication, diplomatic, and negotiation skills
- Experience initiating and managing change
- Ability to build trust among the diverse constituencies
- Ability to identify and resolve complex operational issues

A successful candidate will possess the following **PERSONAL CHARACTERISTICS**:

- Willingness to work hard and be an independent self-starter
- A positive “Can-Do” attitude
- Credible public presence
- Excellent communicator
- Resilient risk-taker
- Strong organizational leadership
- Emotional maturity and intelligence, honorable reputation, and integrity
- Innovative thinker
- Inspirational leadership and coaching of staff
- Energetic and passionate
- Adaptive learner with ability to understand Minturn culture and protocols

## **SUMMARY**

This position is a part-time position with unlimited growth opportunities based on the successes of the Executive Director. Opportunities for growth exist in the areas of developing new funding sources, building volunteer programs, establishing permanent programs, and strengthening relationships with existing partners and sponsors.

The strategic challenge of positioning the MCF for growth can be defined in three key ways:

1. Although the Executive Director must take part in the administrative operations, (s)he will not focus only on them. The successful implementation and development of programming and events will be equally important;
2. (S)he must build strategic alliances with related groups and key individuals for an expansive public approach to raising funds, developing new programs, and determining new services;
3. The new director must be able to work with the Board of Directors to establish a consistent fundraising strategy.

## **NUTS AND BOLTS:**

- The MCF offers an office space on Main Street in Minturn and the ED will be expected to work out of this space. A weekly or bi-

weekly meeting with the Board President will be required of the ED, as well as a quarterly meeting with the Board of Directors.

- Rate of pay will be determined based on experience and is negotiable. This is a contract position. Pay will be fair and worthwhile, based on an hourly wage.
- Flexible 20 to 30 hours work expected per week.
- For MORE INFORMATION, please contact Andrew Kaufman @ 970-827-5954 or Maren Cerimele @412-298-7000.
- Position will be filled upon finding the right candidate.

**SEND Resume and 3 References to:**

The Minturn Community Fund  
Executive Director Search  
PO Box 279  
Minturn, CO 81645  
[info@minturncommunityfund.org](mailto:info@minturncommunityfund.org)