

POSITION DESCRIPTION



Job Title: President
Job Status: Full-time, Exempt
Reports To: Board of Directors
Contact: Kimberly Lowe, Board Chair chair@growthandjustice.org,
and Matt Byrne, matt@growthandjustice.org

Position Summary: The President is responsible for leading, directing and managing the organization in a fiscally responsible and ethically sound manner consistent with the mission, vision and values of Growth & Justice. As the chief executive officer of Growth & Justice, working in concert with the Board of Directors, the President will engage in envisioning the future of the organization, setting the strategic direction of its activities and initiatives, and putting them into action.

Primary Duties and Responsibilities:

- Establish and implement the strategic direction necessary to achieve Growth & Justice's mission, while ensuring its organizational health over the long-term.
- Oversee all operational and financial aspects of Growth & Justice's affairs including program execution, management of human resources, and fundraising and capital assets.
- Build, develop and foster a climate of cooperation and coordination among staff, contract service providers and volunteers.
- Develop, implement and evaluate programs that are consistent with Growth & Justice's mission, vision and values resulting in strategic, integrative, and long-term systemic policy change for Minnesota.
- Develop and oversee a diversified funding base (grants, contracts, individual contributions and partnerships) to grow the organization and secure its long-term financial health, which will require leading the effort to market the organization's mission and programs to funders and potential funders with the goal of growing total revenue
- Serve as chief spokesperson for the organization and its activities, both statewide and nationally.
- Build and maintain long-term relationships with various stakeholders, including businesses, foundations, elected officials, community leaders, nonprofit and advocacy groups, labor leaders, candidates for state office, policymakers, and others; maintain a high profile in the public policy and advocacy community.
- Establish cooperative partnerships with other organizations and community groups to result in favorable networks to support the current and future goals of the organization.

- Engage with the Board of Directors, working with the board chair to ensure effective board engagement and process.

Experience & Qualifications:

The ideal candidate for this position is a seasoned and visionary professional with an active curiosity regarding community and public policy issues. The successful candidate will be a person of integrity and stature in the community with proven leadership experience, exemplary business and/or nonprofit management skills, and a proven commitment to achieving the organization's mission. Community relations and partnerships, fundraising and board development are all key components of this challenging role.

Essential skills and experience:

- Bachelor's degree and 7+ years of experience in state public policy or legislative research; preferably an advanced degree.
- Thorough knowledge of Minnesota's state government and legislative process.
- A proven track record of success in a professional environment leading, building and growing an organization.
- Highly developed skills in leadership, communication, management, negotiation, advocacy, and creative methods of coaching, teaching and team development; specific policy experience a plus.
- Exemplary interpersonal skills including the ability, savvy, and credibility to engage and interact with senior leaders from the community's businesses, government, nonprofit organizations, foundations and other target audiences.
- Ability to work in a non-partisan and collaborative manner with a wide range of constituencies and political groups.
- The willingness, presence, and ability to be Growth & Justice's face to the public, which includes being an effective communicator, a persuasive influencer, and a good listener.
- The ability to attract financial resources for the organization and promote a marketing culture from within by identifying and implementing strong program plans and strategies that attract revenue.
- The knowledge and experience to motivate, coach and develop staff and volunteers to meet objectives including anticipating challenges, identifying issues and developing solutions.