

VINE Faith in Action Executive Director

MISSION STATEMENT

VINE Faith in Action promotes quality of life and a culture of caring, sustained by volunteerism, community engagement, and support for neighbors in need.

BACKGROUND INFORMATION

For 25 years, VINE staff has worked in concert with trained volunteers to improve the health and well-being of people living in the greater Mankato area. VINE is a non-profit organization based in Mankato, offering programs and services that support the personal independence of aging adults and neighbors in need.

POSITION SUMMARY

The Executive Director, who reports to the Board President, is responsible for providing strategic direction and leadership.

VINE's Executive Director serves as a community ambassador promoting VINE's programs and services and building synergy with allies and influencers. In collaboration with Board and staff, the Executive Director works to develop, promote, and implement comprehensive and effective program offerings that address community needs.

VINE's Executive Director is responsible for nurturing relationships with individual donors. The Executive Director secures and manages public/private contracts and grants. They also develop new sustaining sources of earned and contributed revenue.

ESSENTIAL FUNCTIONS

Board Administration

- Partner with Board of Directors in pursuit of VINE's Mission and vision so they are relevant, up-to-date, and aligned with strategic plans to ensure long-term sustainability and success.
- Develop processes for open and timely communication with the Board to ensure VINE is operating in alignment with approved strategic plans and meeting operating plan expectations.
- Advocate for employee and resource needs of VINE.
- Facilitate Board education and development opportunities.
- Manage processes to ensure Board is current and in compliance with by-laws.

Strategic Planning

- Ensure the organization has a long range, Mission-focused strategy toward which it makes consistent and timely progress.
- Work with stakeholders to revisit, adjust, and evaluate the strategic plan on an ongoing basis.

Human Resources Management

- Promote a climate which attracts, retains, and motivates top quality people, both staff and volunteers.
- Establish a culture for leaders and managers with clear expectations, personal accountability, and ongoing feedback and support.
- Provide direct supervision to program managers and empower them to provide quality supervision to their team.
- Encourage staff and volunteer development and consistent communication.
- Ensure appropriate compensation and benefits for all staff.
- Follow policies and procedures detailed in the Employee Handbook and initiate their periodic review.

Program Management

- Assess community service needs and ways in which VINE can improve and expand its services.
- Work with staff leadership to establish goals and objectives that advance the Mission of the organization.
- Diversify operational strategies when overseeing VINE's complex network of programs.
- Evaluate and report on the quality and effectiveness of the organization's programs in measures that can be communicated to the Board, funders, and stakeholders.
- Ensure compliance with monitoring agencies and grant funding requirements.
- Work closely with the Fiscal Manager and Executive Committee to develop the annual budget. Responsibly manage the organization's resources within budget parameters.

VINE Ambassador

- Serve as the expert spokesperson to enhance community awareness of and advocacy for VINE's Mission, purpose, and goals.
- Build and maintain collaborative working relationships with community partners and organizations.

Resource Development

- Lead and expand fundraising efforts, including cultivating the interest and financial support of a wide range of stakeholders.
- Work with staff on writing grant proposals to foundations, corporations, and government agencies.
- Ensure a diversified revenue stream to include annual appeal, planned giving, and endowment funding.

Any other duties as assigned.

QUALIFICATIONS

Required Qualifications:

1. Prior upper level leadership experience, including program development and organizational management.
2. Bachelor’s degree or higher in non-profit management, business administration, human services or equivalent education, certifications, and experience.

Preferred Qualifications:

1. High level of personal and professional integrity.
2. Experience in developing a workforce culture that exhibits high levels of employee engagement and performance excellence.
3. Proven fundraising experience and skills required to build an effective philanthropic program that includes donor cultivation and relationships, planned giving, and fundraising events.
4. Current knowledge of trends and best practices in the field of aging.
5. Collaborative leader with experience partnering with other organizations, including diverse faith communities and governmental agencies.
6. Knowledge required to implement sound financial practices with clear expectations for leadership and staff to successfully manage operational budgets.
7. Successful grant writing and management experience with current knowledge of public and private funding streams that support VINE’s commitment to aging adults, family caregivers, and elders from diverse ethnic and cultural backgrounds.
8. Exceptional written and verbal skills, proficiency in the Microsoft Suite, demonstrated presentation skills, and ability to troubleshoot necessary technology.

VINE is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, veteran or disability status, or national origin.

BENEFITS

Competitive compensation and benefits.