



# WEST 7TH STREET/ FORT ROAD FEDERATION

## Job Posting for Executive Director

### Background

The Fort Road Federation serves as the district council and community development corporation for Saint Paul's 9th District, the West 7th Street neighborhood. Its mission is to provide physical, social, and economic opportunities for the people who live and work in the West 7th/Fort Road community. The Federation is a registered Minnesota non-profit 501(c)3 organization that is governed by a volunteer Board of Directors and staffed by an Executive Director.

The Fort Road Federation was formed in 1973 to unite neighbors, local businesses, and organizations to solve issues impacting the vitality and livability of the community. Over the past 40 years, the Federation has served as a leader in setting citizen-driven direction for housing development, community organizing, land and transportation planning, historic revitalization, commercial revitalization, public education, and infrastructure/living environment matters. In 1975, when Saint Paul established its 17 citizen participation districts, the Fort Road Federation also became the District 9 Planning Council.  
<http://www.fortroadfederation.org/>

### Position Description

The Fort Road Federation is in search of an Executive Director, who will manage day-to-day operations, engage community members to participate in solving issues and develop leadership, spearhead efforts to obtain grants and other funding, coordinate processes for District 9 input to City of St. Paul requests, and seek opportunities for development partnerships. The Executive Director reports to the Board of Directors; some evenings and weekends are required. The position is 100% (40 hours per week) with full benefits. Salary range is from \$55,000 to \$70,000, dependent on experience and qualifications.

**Submit application by email by Monday, August 28, 2017 to [becky.yust@gmail.com](mailto:becky.yust@gmail.com) (Becky Yust, President, Fort Road Federation) and include:**

1. a cover letter expressing your interest and qualifications for the position,
2. your resume, and
3. names and contact information of three professional references

### Major Responsibilities

- **Community Organizing – 50%**
  - Oversee community outreach and engagement of the organization and the Board of Directors
  - Coordinate problem-solving for residents and business owners on current and future issues
  - Build effective relationships with key stakeholders, including, but not limited to residents, neighborhood groups, business leaders, elected officials, City staff, County staff, Police, Fire, other community organizations, funders, and media
- **Governance and Leadership Development – 20%**

- Prepare Board agendas in consultation with the Board President
- Work with the Board President to manage governance and operations of the organization
- Work with the Board of Directors to identify short, medium, and long-term organizational and strategic goals
- Work with the Board of Directors to develop leaders in the community
- **Operations and Finance – 15%**
  - Prepare budget, manage finances, and monitor expenses of the Fort Road Federation
  - Work with the Executive Committee of the Board of Directors to oversee the budget and financial obligations
  - Develop, coordinate, and implement with the Board of Directors responses to City requests
  - Cultivate new funding sources with foundations, government agencies, community organizations, businesses and others
- **Community Development Corporation (CDC) Business Development – 15%**
  - Plan, develop, implement, and monitor economic development projects and programs undertaken by the Federation
  - Monitor economic development projects in the community by affiliated organizations

### **Minimum Qualifications**

- Five years of professional experience with a proven track record of accomplishments
- Knowledge and understanding of the Saint Paul District Planning Council system
- Knowledge of city-wide and county-wide government operations
- Demonstrated financial management experience and competency
- Knowledge of local zoning regulations and land use
- Knowledge of real estate development, and financing
- Evidence of innovative and critical thinker, and creative problem-solver to reach consensus decision-making
- Evidence of being highly organized and attentive to detail, in order to manage many different tasks and strategies and working collaboratively with stakeholders
- Demonstrated ability to be self-directed and work independently, as well as in a team context
- Evidence of effectively working with and engaging a socio-economically, racially, and culturally diverse community
- Demonstrated ability to meet deadlines and provide accurate and timely reports to the Board of Directors, the City, and funders
- Excellent oral and written communication skills
- Demonstrated conflict resolution skills
- Knowledge of appropriate technology and software to communicate effectively in print and electronically, e.g., Microsoft Word, Excel, social media

### **Desired Qualifications – In addition to the minimum qualifications above,**

- Five to 10 years of successful experience in a managerial or executive director position, with a proven track record of accomplishments
- Experience reporting to a board of directors
- Non-profit leadership experience

- Experience supervising interns and/or volunteers
- Knowledge and understanding of the challenges and opportunities associated with the West 7<sup>th</sup> community
- Bachelor's degree

### Selection Process

- The Fort Road Federation is committed to attracting and retaining employees with varying identities and backgrounds.
- Applications are to be sent by email to:

[becky.yust@gmail.com](mailto:becky.yust@gmail.com)

Becky Yust, President, Fort Road Federation

Applications must include:

1. a cover letter expressing your interest and qualifications for the position;
  2. your resume; and,
  3. names and contact information of three professional references (references will be contacted if you are a finalist).
- Priority review date for applications is Monday, August 28, 2017
  - Interviews will begin approximately September 11, 2017
  - Anticipated start date is September/October, 2017

*Thank you for your interest in the Fort Road Federation*