

Job Description

Executive Director, Minnesota Association of Family, Career and Community Leaders of America (MN FCCLA)

Position: Full-time; Reports to the MN FCCLA Board of Directors

Office Location: Roseville, MN; MN FCCLA supports a hybrid work environment

Salary: \$72,000-\$76,000 depending upon experience

MN FCCLA (Minnesota Family, Career and Community Leaders of America) is a student-led (grades 6-12) Career and Technical Student Organization focusing on leadership, personal growth, and career preparation through Family and Consumer Sciences (FCS) education. With 4,000 members, it empowers students to address community issues, engage in competitive events (STAR Events), and explore career fields like culinary arts, design, and education.

The Executive Director is the key management leader of Minnesota FCCLA. The Executive Director is responsible for implementing and overseeing youth and advisor leadership and educational programs; planning and coordinating various youth-centered events including, but not limited to leadership training and camps, annual conference, and competitive events; managing the business operations of the organization including budgets, finances, and state and federal nonprofit organizational requirements; and executing FCCLA's mission and strategic plan.

GENERAL RESPONSIBILITIES

- 1) **Leadership & Strategy:** Works with the Board of Directors to ensure that the mission is fulfilled through programs, strategic planning, community outreach, and community and business partnerships.
 - a. Responsible for implementation of MN FCCLA's programs that carry out the organization's mission to promote personal growth and leadership opportunities for students.
 - b. Responsible for strategic planning to ensure that MN FCCLA can successfully fulfill its mission into the future.
 - c. Responsible for developing and implementing leadership programming for student leaders, including state, region, and chapter officers.
 - d. Responsible for guiding state officers in leadership development, planning and executing programs, membership promotion, and state-level projects.
 - e. Responsible for the enhancement of MN FCCLA's image by being active and visible in the community and working closely with other professional, civic, and private organizations.
 - f. Responsible for actively engaging FCCLA volunteers, youth members and leaders, advisors, committees, partners, and funders.
 - g. Responsible for serving as the primary connection between the national office, the state association, and local chapter advisors to share opportunities and updates.
 - h. Responsible for coordinating logistics for state-level events such as conferences, officer training, and competitions (e.g., STAR Events)
 - i. Responsible for working with and representing MN FCCLA at Minnesota Foundation for Student Organizations.

- 2) **Financial Management & Fundraising:** Develops and manages resources sufficient to ensure the financial health of the organization.
 - a. Lead financial strategy, including development and management of the annual budget and quarterly reporting to the Board.
 - b. Ensure fiscal integrity through effective resource allocation, financial oversight, and compliance practices.
 - c. Drive fundraising efforts, including grant writing, sponsorship development, and partnership cultivation to sustain and grow programming.
 - d. Manage grant reporting and reimbursement processes to support organizational funding streams.
- 3) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - a. Responsible for hiring and overseeing competent, qualified staff and contractors when applicable.
 - b. Responsible for signing all notes, agreements, contracts, and other instruments made and entered into and on behalf of the organization.
- 4) **Board Relations & Governance:** Works with the Board of Directors to fulfill the organization's mission.
 - a. Maintain strong communication with the Board of Directors, providing timely updates, insights, and recommendations to support informed decision-making.
 - b. Partner with Board leadership to develop meeting agendas, strategic priorities, and organizational policies.
 - c. Monitor legislative and educational trends impacting Career and Technical Education, advising the Board and advisors accordingly.

JOB RESPONSIBILITIES

- 1) Report to and work closely with the Board of Directors to seek their involvement in policy decisions.
- 2) Be a resource for student members and advisors with questions regarding the organization.
- 3) Engage with non-FCCLA FCS programs to develop and increase membership of the organization.
- 4) Prepare and manage the annual budget.
- 5) Serve as MN FCCLA's primary spokesperson to the organization's constituents, the media, and public.
- 6) Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance MN FCCLA's mission.
- 7) Engage in fundraising, grant writing, and developing other revenues.

- 8) Ensure all state and federal nonprofit requirements are met.
- 9) Oversee marketing and other communications efforts.
- 10) Work with the Board President to coordinate/prepare information and resources for the Board of Director meetings/committees.
- 11) Plan and implement various multi-day, youth-centered events throughout the year.
- 12) Create an environment that encourages youth engagement and growth in a variety of programs and leadership opportunities at the local, regional, state, and national levels.
- 13) Develop youth programs that address the current needs of youth as it relates to the organization's mission and phase out programs that are no longer relevant.
- 14) Work with National FCCLA to ensure the organization is compliant with its requirements.
- 15) Ability and willingness to be flexible with schedule to accommodate activities of MN FCCLA which may fall outside of regular business hours, and which may include travel.
- 16) Ability to lift/carry fifty pounds on occasion.
- 17) Other duties as assigned by the Board of Directors.

PROFESSIONAL QUALIFICATIONS NEEDED

The Executive Director will be thoroughly committed to the FCCLA mission and youth leadership. All candidates should have proven leadership and management skills and experience leading a non-profit organization.

- 1) Advanced degree with at least 5 years of management experience.
- 2) Unwavering commitment to quality programming for youth and chapter advisors.
- 3) Excellence in organizational management and financial management, youth leadership development, background in family and consumer sciences education.
- 4) Past success in working with a board of directors and youth leaders.
- 5) Strongly preferred teaching experience with education licensure for Family and Consumer Sciences Education.
- 6) Demonstrated expertise in student leadership development, workshop facilitation, and event management.
- 7) Strong leadership, marketing (including social media), and partnership development experience.
- 8) Ability to connect and work with multiple audiences, ages, and education systems (members, advisors, and alumni), with the flexibility to pivot strategies based on individual needs.
- 9) Ability to build rapport and sense of belonging for a diverse student population.
- 10) Ability to work under pressure of deadlines, a non-profit budget, and staffing.