

Posted: September 12, 2022

Executive Director

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

The MN FCCLA Board of Directors invites applications for the position of Executive Director of MN FCCLA. This is a full-time, 12-month executive position; salary is commensurate with qualifications and experience. The Executive Director is the key management leader of MN FCCLA. The Executive Director is responsible for the 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 meeting, and competitive events; managing the business operations of the organization including budgeting, finances, and state and federal nonprofit organizational requirements; in addition to executing FCCLA's mission and strategic plan. The Executive Director reports directly to the MN FCCLA Board of Directors.

Candidates must possess 1) advanced degree with at least 5 years of management experience; 2) unwavering commitment to youth quality programs; 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) strong leadership, marketing, public relations, and fundraising experience; 6) ability to work with multiple audiences, ages, and education systems; 7) ability to work under pressure of deadlines, a non-profit budget and staffing; 8) teaching experience, education licensure for Family and Consumer Sciences Education.

For a complete job description, visit MNFCCCLA.org

Please submit letter of interest, resume, salary requirements, and three professional references to MN FCCLA Search Committee at mnfcclasearchcommittee@gmail.com, by October 12, 2022. Review of applications will begin October 13, 2022 and continue until the position is filled.

Minnesota Family, Career and Community Leaders of America (MN FCCLA) is a student leadership organization that focuses on youth, peer education and family. FCCLA empowers young women and men to be active leaders in their family, school, and community by addressing important personal, family, work, and societal issues.

MN FCCLA does not discriminate based on race, color, sex, sexual orientation, creed, religion, age, national origin, handicap or disability, marital status, veteran status, citizenship status, or any other attribute or characteristic protected by law.

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Job Description

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

Founded in June 1946

Location: Roseville, MN

Organization's Revenues: \$380,000 annually

MISSION OF FCCLA: To promote growth and leadership development through family and consumer sciences education, focusing on the multiple roles of family members, wage earners and community leaders, members develop skills for life through:

- Character development
- Creative and critical thinking
- Interpersonal communication
- Practical knowledge
- Career preparation

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 meeting, 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. The Executive Director reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

- 1) **Board Governance:** Works with the Board of Directors to fulfill the organization's mission.
 - a. Responsible for leading Minnesota FCCLA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - b. Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board of Directors to function properly and to make informed decisions.
 - c. Stay informed of current and pending state and federal legislation and advise the advisors and Board of Directors on those which may affect Career and Technical Education and Career and Technical Student Organizations.
- 2) **Financial Performance and Viability:** Develops and manages resources sufficient to ensure the financial health of the organization.
 - a. Responsible for preparing and submitting reimbursement documentation for State grant and other grants as applicable.
 - b. Responsible for fundraising and developing other revenues necessary to support MN FCCLA's mission and programming.

9/7/22

- c. Responsible for the fiscal integrity of MN FCCLA, to include submission to the Board of Directors a proposed annual budget, along with quarterly financial reports.
 - d. Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive fiscal position.
- 3) **Organization Mission and Strategy:** Works with Board of Directors to ensure that the mission is fulfilled through programs, strategic planning, community outreach, and community and business partners.
- a. Responsible for implementation of MN FCCLA's programs that carry out the organization's mission.
 - b. Responsible for strategic planning to ensure that MN FCCLA can successfully fulfill its mission into the future.
 - c. 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.
 - d. Actively engage FCCLA volunteers, youth members and leaders, advisers, committees, partners, and funders.
 - e. Work with and represent MN FCCLA at Minnesota Foundation for Student Organizations.
- 4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- a. Responsible for hiring and retention of competent, qualified staff when applicable.
 - b. Responsible for contracting competent and qualified services when necessary.
 - c. Responsible for signing all notes, agreements, contracts, and other instruments made and entered into and on behalf of the organization.

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 advisers with questions regarding the organization.
- 3) Engage with non-FCCLA FCS programs to develop and increase membership of the organization.
- 4) Prepare and manage 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.

9/7/22

- 9) Oversee marketing and other communications efforts.
- 10) Oversee organization of the Board of Directors and committee meetings.
- 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 a 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) Strong leadership, marketing, public relations, and fundraising experience.
- 6) Ability to work with multiple audiences, ages, and education systems (members, advisors, and alumni).
- 7) Ability to work under pressure of deadlines, a non-profit budget, and staffing.
- 8) Teaching experience with education licensure for Family and Consumer Sciences Education.