

CapitolRiver Council Position Description: Co-Executive Director

Organization Overview: CapitolRiver Council (CRC) is a nonprofit organization that fosters civic participation in local government decisions. CRC was formed in 1983, and it is the City of Saint Paul's district council for District 17, which includes the Capitol area, Minnesota History Center, Regions Hospital, the residential buildings adjacent to Cathedral Hill Park, and downtown.

Saint Paul's District Councils lead with equity and are committed to ensuring that all residents are able to participate in decisions that are made by elected officials in their community.

CRC is a private, 501(c)3 non-profit organization that engages residents, business owners and property owners in discussions about community issues, plans, and projects in District 17, so that people who are affected by decisions about development plans and projects are able to provide meaningful public input that influences those decisions. Through a network of volunteers and a 17-member board, CRC works to make District 17 a more equitable place to live, work and visit.

Mission: CapitolRiver Council, an official advisory group to the City Council, represents and works in partnership with all District 17 stakeholders to act on urban planning and community building efforts as part of a shared vision to support sustainable, safe, healthy, and vibrant neighborhoods.

Co-Executive Director Position Overview:

The Co-Executive Directors share responsibilities as the key management leader of CRC. They are responsible for strategic planning and management of the organization, and they report to the CRC Board Chair.

Areas of responsibility include governance, financial management, office administration, external and internal communication, records management, personnel management, administration and implementation of programs and services, contract administration, volunteer recruiting, fundraising, marketing, and administrative support for the CRC board and all committees and work groups. The Co-Executive Directors need to manage these responsibilities in an environment where there are shared responsibilities among board members and staff to be stewards of the organization's mission and resources.

Responsibilities -- The following responsibilities are shared by two Co-Executive Directors:

People serving as a Co-Executive Director are expected to perform all of the following duties. A suggested division of responsibilities are for one to primarily focus on Administration (budget and contract administration, personnel management, technology planning and management, training coordination, and marketing and fundraising administration), and one to focus on Community Engagement Program and Service Design and Implementation (lead and implement strategies to engage new stakeholders, develop community power analysis, work with committee chairs and board chair to set agendas, identify local issues and concerns, and recruit and manage volunteers). In addition to the following responsibilities, each Co-Executive Director will need to work collaboratively with each other, and with board leaders, to mutually agree on ways to equitably divide responsibilities and available resources.

1) *Organization Mission and Strategy:* Works with board and other stakeholders to ensure that the mission is fulfilled through programs, strategic planning and community outreach and engagement. Responsible for:

- a. Leading in a manner that focuses on the organization's mission, based on input from the board related to strategic goals and priorities, toward the ultimate goal to achieve the CRC mission. This includes providing constructive criticism on ideas, goals or activities that are in conflict with the CRC mission and core values.
- b. Developing and implementing programs and services, including desired outcomes and measuring results, that will support the CRC mission, strategic goals, and requirements of the Community Engagement Contract.
- c. Working with City staff to administer the Community Engagement Contract. This includes:
 - o preparing materials for City approval (work plan, budget, equity evaluation, etc.),

- executing the approved contract,
- preparing reimbursement requests for eligible expenses, and
- working with the CRC board and committees to change work plans and anticipated outcomes as new issues and concerns emerge.

2) *Governance*: Works with the Board of Directors to establish and work within principles, processes, and methods to make sound decisions that are in the organization's best interests. Responsible for:

- a. Coordinating all board meetings, which includes working with board members to prepare agendas, and preparing and sending any information that will be helpful for board members to have in advance.
- b. Coordinating changes to the CRC Bylaws, policies and procedures.
- c. Recruiting prospective board members and committee members, and for onboarding new board members and committee members by providing training about CRC's work and expectations, including the Code of Conduct, Rules of Procedure, and Inclusion Plan.
- d. Developing and implementing strategies to foster a culture of respect.
- e. Planning and coordinating the Annual Meeting and board member election.
- f. Working collaboratively with board officers to ensure that officer's duties are performed, including, but not limited to, facilitating meetings, maintaining the general membership roster, taking meeting minutes, responding to requests from the news media, and addressing complaints regarding potential violations of the code of conduct.

3) *Financial Performance and Viability*: Develops resources sufficient to ensure the financial health of the organization. Responsible for:

- a. Working with the Board Chair and Treasurer to ensure the fiscal integrity of CRC, which includes submitting to the Board a proposed annual budget, working with accounting staff to prepare monthly financial statements and mandatory annual filings for the IRS and MN Attorney General, submitting monthly financial statements to the board that accurately reflect the financial condition of the organization, developing and implementing financial management policies and procedures, and ensuring that the appropriate officers are added as signers to CRC bank accounts.
- b. Negotiating fiscal agent agreements, where CRC oversees financial management functions for a sponsored group, and ensuring that the board is aware of the agreements and related costs / benefits to CRC.
- c. Responsible for fundraising and developing other resources (tools, volunteers, partnerships, etc.) necessary to support CRC's mission and goals.

4) *Organization Operations*: Oversees and implements appropriate resources to ensure that the operations of the organization comply with all regulations for nonprofits and support the mission and strategic goals. Responsible for:

- a. Effective administration of CRC's operations (paying invoices, complying with financial reporting and other mandates for nonprofit organizations, maintaining adequate insurance coverage, and managing essential records).
- b. Hiring and retention of competent, qualified staff, and supervising staff.
- c. Establishing policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- d. Signing all contracts, agreements, and other official documents on behalf of the organization.
- e. Maintaining compliance with the City Affirmative Action policy.

- f. Managing and implementing all technology-related functions (purchasing hardware and software, troubleshooting technology-related problems, learning about and providing training on all software programs / services, and renewing the CapitolRiverCouncil.org domain name and any services that are needed to keep the CRC website and database up and running, and updated).
- g. Improving / maintaining CRC's reputation as an effective organization by being active and visible in the community and by working closely with other professional, civic and private organizations.
- h. Identifying people to serve as CRC's primary spokespersons for certain activities, to convey information about CRC's activities to the organization's stakeholders, the media and the general public.
- i. Developing and implementing outreach, communication, and engagement strategies, including maintaining a database of stakeholders' contacts, developing and implementing social media strategy, and developing other strategies to promote opportunities for District 17 stakeholders to be engaged in CRC's work.
- j. Preparing an annual report that summarizes CRC's accomplishments.

5) *Organization Capacity and Partnerships*: Develop and maintain professional relationships with people in organizations that have shared values and / or shared goals with CapitolRiver Council. This includes establishing formal and informal partnerships, where leaders in each organization understand the value of working collaboratively with CapitolRiver Council to achieve specific shared goals. This also includes discussing areas of disagreement or conflict, and working through the complex issues of having partnerships with people and / or organizations where there is disagreement on community issues and goals.

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