



## JOB DESCRIPTION

<b>Title:</b> Executive Director	<b>Employee &amp; FLSA Status:</b> 1.0 FTE; FLSA Exempt
<b>Department:</b> Executive	<b>Benefits:</b> Full benefits (see below)
<b>Reports To:</b> Board of Directors	<b>Last Revised:</b> September 2021

### ORGANIZATION OVERVIEW

**Mission Statement:** HECUA (Higher Education Consortium for Urban Affairs) offers off-campus academic programs that provide students opportunities to do integrative intellectual, political, and artistic work in support of movements for social justice, peace, and environmental sustainability in the U.S. and abroad.

**Vision Statement:** Informed by a deep respect for the knowledge of communities most impacted by injustice, HECUA's programs envision students, teachers, and community members as co-learners and co-creators.

For fifty years, HECUA has offered off-campus academic programs that provide undergraduate college students opportunities to do integrative intellectual, political, and artistic work in support of movements for social justice, peace, and environmental sustainability in the U.S. and abroad. HECUA pushes students to view their program as more than an intellectual exercise. HECUA is committed to educating the whole student by fostering emotional intelligence, moral imagination, and compassion. Programs involve classroom work, field experiences, and carefully constructed and monitored internship projects at partner organizations.

### JOB OVERVIEW

The Executive Director is responsible for providing vision and leadership to the entire organization. Reporting to the President and Board of Directors, the Executive Director has overall strategic and operational responsibility for the organization's mission, staff, services and programs, and future growth. This is a supervisory position with three direct reports including the Director of Programs, Director of Finance & Operations, and the Communications & Marketing Manager.

## **KEY RESPONSIBILITIES**

### **1. Vision & Strategic Leadership and Development (20%)**

- a) In conjunction with the Board of Directors, develop a shared vision and strategic plan through a collaborative process.
- b) Demonstrate open and interactive leadership practices that draw on ideas and resources within the organization and allow the organization to adapt to changing environments.
- c) Develop annually a set of short-range (one-year) operating goals to implement the organization's strategic plan, ensuring that the vision and plan reflects HECUA's unique position and strengths.
- d) Ensure that HECUA's philosophy, vision, and mission are understood and practiced throughout the organization and implemented through its services and programs.
- e) Provide leadership for HECUA's varied and unique contributions to its member organizations, students, and stakeholders, as well as to the larger public on issues related to HECUA's mission and goals.

### **2. Financial Stewardship and Viability (20%)**

- a) Provide effective stewardship of HECUA's resources to achieve strategic goals and organizational mission.
- b) Oversee the preparation of an annual budget for Board approval and its implementation, in accordance with all current laws and regulations.
- c) Oversee management of HECUA's organization's resources within budget guidelines working in collaboration with the DFO and Board Finance Committee.
- d) Provide leadership for the ongoing development and implementation of HECUA's Advancement Plan while working in collaboration with the Board and staff.
- e) Support the emerging culture of philanthropy within HECUA with relationship-based strategies and appeals to donors.
- f) Identify and pursue funding sources, including establishing strategies to approach foundations, submit proposals and oversee administration of fundraising records and documentation.

### **3. Management and Supervision (20%)**

- a) Supervise and support the staff management and leadership teams.
- b) Provide leadership in establishing an organizational climate that attracts, retains, and motivates staff for the most effective implementation of HECUA's mission.
- c) Oversee personnel management.
- d) Oversee staff in the design, marketing, promotion, delivery and evaluation of programs, products and services.

### **4. Community, Public, and Other External Relations (15%)**

- a) Serve as the chief spokesperson for HECUA, articulating the organization's mission, programs, and activities, and ensuring that HECUA maintains strong relationships with its various constituencies and its local, national, and international partners and colleagues.

- b) Foster mutually beneficial relationships with the leadership and key offices at HECUA's member colleges and universities.
- c) Initiate and develop new consortium members, and forge relationships with networks and organizations that may provide new opportunities for HECUA, as appropriate.

#### **5. Board Interface, Administration, and Support (15%)**

- a) Implement policies and procedures of the Board.
- b) Communicate effectively with the Board and provide accurate and timely information to the Board and President to help the Board reach sound decisions and establish policies, gauge progress toward achieving organizational goals, and address issues of concern to the Board and organization.
- c) Serve as the primary interface between the Board and staff.
- d) Attend all full Board and Executive Committee meetings, and other committee meetings as necessary, and participate in deliberations as ex-officio member of the Board and its committees, except on the occasion of own review of performance and compensation.
- e) Assist the President, Chairpersons of Board committees, and other officers of the Board to facilitate the effective exercise of responsibilities of officers and Board committees.
- f) Identify relevant policy issues; initiate and direct the development of new policies for Board approval.
- g) Work with the Board to prepare long-range strategic plans for HECUA, revise as needed, and implement those plans to meet HECUA's mission and goals.
- h) Work with the Board in conducting an annual evaluation of the performance of the HECUA organization and the Board.

#### **6. Program & Organizational Administration (10%)**

- a) Participate in organization-wide activities (retreats, monthly staff meetings, etc) and cross-program exchanges to contribute to the broader work of HECUA.
- b) Support HECUA's mission and values by serving on active committees or working groups as able, and by incorporating organization-wide initiatives into program work.

#### **Qualifications:**

##### ***Required:***

- **Education:** M.A., Ed.D., Ph.D., or other advanced degree.
- **Skills:**
  - Evidence of successfully setting and achieving an organization's strategic direction, goals and objectives, in authentic collaboration with a non-profit board of directors.
  - Ability to understand and apply change management practices within an organization working towards greater equity, inclusion, and social justice, while also sustaining an organization through significant change in the sector.
  - Successful development/fundraising experience and ability to build a culture of philanthropy within an organization, particularly with developing individual giving.

- Demonstrated strength in developing and supporting direct reports and their teams in order to allow for strong and effective horizontal leadership across an organization.
  - Demonstrated ability to lead the work of complex systems with diverse stakeholders, such as a board of directors, higher education institutions, community-based organizations, staff members, college students and alumni.
  - Demonstrated commitment to diverse communities and community building and successful ability to develop and sustain community partnerships and networks
  - Demonstrated initiative and ability to work collaboratively and effectively with groups and individuals.
  - Skilled as a transparent and inspiring communicator with a demonstrated leadership practice that is strategic, relational and operational/tactical to both internal and external audiences.
  - Excellent written and verbal communication skills; a persuasive and passionate communicator with strong interpersonal skills and the ability to learn from and engage others in the work of HECUA.
  - Ability to develop and maintain collaborative relationships, bring diverse perspectives into the conversation, and operate with a commitment to equity, anti-racism and social justice principles.
  - Skilled in creative thinking and critical reflection with ability to foster the same in others.
- Experience:
    - Minimum of 5 years of senior-level administrative non-profit leadership and management experience with a proven track record of aligning and implementing an organization's strategic, operational, and development plans.
    - A successful record of fostering an organizational environment of trust, inclusiveness, constructive conflict, humility, respect, collaboration, and stability - across race, gender identities, ethnicity, ability, age, socioeconomic status - while developing clear expectations and managing performance toward those expectations.
    - Demonstrated record of successful budgeting, financial management acumen, and nonprofit financials.
    - Proven record of creating and operationalizing a successful fund development strategy with a focus on individual giving and major gifts.
    - Effective strategic leadership of an organization and staff; proven ability to develop strategies that take an organization to the next stage of growth.
    - Experience with and commitment to liberal arts education, community-based experiential learning, international, and off-campus study. General knowledge of administrative and academic practices in higher education.
    - Demonstrated commitment to working at the intersection of social justice, anti-racism/oppression, civic/community engagement, within higher education and/or non-profit leadership and management.
    - Ability to develop and maintain collaborative relationships, bring diverse perspectives

into the conversation, and operate with a commitment to equity and social justice principles.

***Preferred:***

- Demonstrated success and ability to work strategically and collaboratively with a non-profit board of directors working within a member-driven consortium.
- Demonstrated familiarity with and ability to develop and articulate a set of services and programs centered on education for equity and social justice, education abroad and off-campus study, and community and international partnerships.
- Demonstrated knowledge of risk management, health and safety practices and procedures in study away programs.
- Demonstrated knowledge of student recruitment and a track record of growing enrollments in off-campus programs.

**Working Conditions:** The HECUA offices are located at 2233 University Avenue, Suite 210, Saint Paul, MN 55114, conveniently located off the Green Line as well as bus routes 63, 67, and 87. Pre-pandemic, this position worked primarily in an individual office on the second floor, available via elevator or stairs. While the building allows pets, the office is pet free with the exception of service animals. Laptop computers and workstations are provided, with accommodations available for seated or standing desks. Infrequent travel in and beyond the Twin Cities Metro is required for this position. *Due to COVID-19, all HECUA staff are currently working remotely.*

**Terms:** This is a year-round, full-time position. The starting salary ranges from \$83,000 to \$90,000, commensurate with experience and qualifications. HECUA offers competitive health benefits, life and disability insurance, paid time off, and a generous 403(b) retirement plan. The preferred start date for the position is: **January 17, 2022.**

**To Apply:** The priority application deadline is 8am CST Monday, November 1, 2021, though applications may be accepted after that date until the position is filled. Interested candidates should email a PDF cover letter, resume and vision statement for HECUA moving into its 51 year and beyond to: [hecusearch@umn.edu](mailto:hecusearch@umn.edu). Please include “HECUA Executive Director” in the subject line. No phone calls please.

*HECUA is an equal-opportunity employer. People of color, people with queer & trans identities, and people with disabilities are strongly encouraged to apply.*

*Background Check: Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.*