

Model Cities

839 University Avenue

St. Paul, MN 55104-4808

JOB ANNOUNCEMENT

POSITION: CHIEF EXECUTIVE OFFICER

ORGANIZATION BACKGROUND:

Model Cities is a private nonprofit organization whose roots date back to the 1960s era of community empowerment. It was birthed in 1967 from the desires of residents of St. Paul's Summit-University community to eradicate health disparities and increase health access among community residents. Over the years, Model Cities evolved from a neighborhood initiative, to a public satellite clinic, to a comprehensive human service provider and community-based developer. Our growth has been directed through careful strategic planning, which maps out goals, strategies, and major activities required for achieving a 3-year vision. The first strategic plan was developed in 1985, and since that time, strategic planning has served as the agency's primary planning tool.

Model Cities maintains a diverse working environment, with 21 employees from various racial/ethnic backgrounds and nationalities. We focus our community development activity in St. Paul, primarily along the Central Corridor, however human services clients come from the 7-county metro area. In addition to providing human services to families and youth, since 1986, Model Cities has been active in developing, owning and managing residential and commercial property, including single family, multifamily and mixed-use projects. We are also a provider of home ownership education and counseling services.

Model Cities is seeking a highly motivated and dynamic professional to serve as its Chief Executive Officer.

JOB SUMMARY:

The Chief Executive Officer provides strategic leadership in the development and execution of initiatives throughout the entire organization and assigns specific duties to directors and management staff. This includes long-range strategic plans and short-term plans; organizational marketing and community relations programs; delivery systems for client services; and community development projects. He/she serves as the chief manager and Board officer responsible for ensuring that Board adopted policies are carried out. This is facilitated by development and maintenance of a strong intercompany infrastructure, viable human and capital resources, sound financial forecasting and fiscal management and control. As Model Cities' principal spokesperson, the Chief Executive carries out and ensures the implementation of marketing and community engagement activities in accordance with the agency mission and strategic vision. The Chief Executive Officer serves as the chief manager for all Model Cities affiliate entities and subsidiaries, including supportive housing and affordable housing, commercial limited liability companies.

KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated leadership ability, particularly in private nonprofit management and organizational development; demonstrated skills in resource development, including philanthropic and private fund development, financial planning and forecasting, human resource development, pro bono services and product donations, volunteer management, and related forms of resource development; demonstrated skills in effective and successful program development and grants management; demonstrated ability, knowledge, and success in community-based development, primarily real estate development; and demonstrated ability in working with and managing the work of people from diverse educational and professional levels, cultures, incomes, races, nationalities, and ethnic backgrounds.

MINIMUM QUALIFICATIONS:

Graduate degree in human services, public administration, public affairs, or business administration. At least 10 years' experience in administration and upper-level management, including previous experience in human resource management, financial management, program and resource development and management, and community-based development. At least 5 years previous experience in daily supervision of upper-level management staff.

COMPENSATION:

Low to mid 90s. Competitive benefits, including medical leave, vacation, holidays, funeral leave, personal leave, health insurance, dental insurance life insurance, long-term disability insurance, 403B, and Flexible Benefit Plan. Other leaves include voting, school conferences, military and jury leaves.

HOW TO APPLY:

To be considered for this opening, please email the following documents to ceojob@modelcities.org.

- resume
- list of 3 professional references
- copy of graduate transcript(s)
- a 500 word narrative on why you are interested in this position.

A background check will be completed for all finalists for this position.

The full Job Description is available on the Model Cities website at:

<http://www.modelcities.org/ceo-job-description/>

Resumes will be accepted until March 9, 2018.