



CO-EXECUTIVE DIRECTOR SEARCH

March 7, 2022
St. Paul, Minnesota

CO-EXECUTIVE DIRECTOR OF OPERATIONS AND DEVELOPMENT

The Minnesota Indigenous Business Alliance (MNIBA) is excited to announce the intentional decision to move into a co-executive director leadership model to strengthen and sustain our operations. The Co-Executive Director of Operations & Development will work in direct partnership with the Co-Executive Director of Programs & Partnerships - to shape, inspire, and manage the organization's future in collaboration with one another, a team of talented staff and consultants, organizational partners, and a deeply committed board of directors.

The Co-Executive Director of Operations & Development will primarily be responsible for working closely with the board of directors to set overall fundraising and communications strategies for the organization. They will also be primarily responsible for developing partnerships with funders - corporation, foundation, and individual donors. The Co-Executive Director of Operations & Development will be responsible for the overall budget development, general operations and financial management of the organization and work collaboratively with the Co-Executive Director of Programming & Partnerships to ensure the organization is achieving its overall goals and objectives. The Co-Executive Director of Operations & Development reports directly to the board of directors.

The Co-Executive Directors of Programs & Partnerships and Operations & Development will need to have a symbiotic relationship with one another, working closely and collaboratively for the betterment of the organization. They will need to use their unique skill sets to ensure the organization, board and staff are aligned and the goals are met at the highest levels.

KEY ROLES & RESPONSIBILITIES

Fundraising and Community Relations

- Understand both the power and limitations of grantmaking as a tool, particularly within the context and nuance of funding in Native country.
- Produce an evolving overview of the local and regional landscapes, drawing on research MNIBA has already done and expanding opportunities and issues we need to learn more about.
- Communicate regularly with MNIBA Co-Executive Director, staff, consultants, and board of directors, keeping in mind a healthy continuity of relationships and knowledge flow.
- Develop overall fundraising strategy in collaboration with Co-Executive Director that is aligned with programming and policy goals to ensure both long-term and short-term impacts are achieved.
- Build and cultivate new, and steward existing relationships with donors, funding partners, sponsors, and organizational partners, building trust, communicating regularly, and collaborating to move MNIBA's objectives forward.
- Engage the board in joyful fundraising activities.

Communications

- Review audit of current communications efforts including branding, messaging, target audiences, and platforms and update plan.
- Align the organization's communication strategy with the organization's theory of change.
- Devise a plan to prioritize and delegate communications strategy and implementation to key staff and/or consultants.
- Establish feedback loops to analyze the effectiveness of communications strategies and tactics.
- Direct supervision of communications staff and/or consultants.

Operations and Fiscal Management

- Develop an annual budget in partnership with Co-Executive Director, staff, and the board.
- Oversee the financial performance of MNIBA with the Co-Executive Director and board.
- Ensure compliance with all applicable federal, state, and local regulations.
- Maintain overall operations, human resources, and financial health of MNIBA with Co-Executive Director, staff, and Board
- Experience with QuickBooks and working with a bookkeeper to review necessary financial information for taxes, reports, and audits.

Relationships and Community Building

- Have excellent relationship building skills, curiosity, and humble learning posture.

- The ability to cultivate and maintain relationships with community and movement leaders, philanthropic leaders, tribal leaders and MNIBA organizational partners, and facilitate those interconnections.
- Possess strong consensus building skills with diverse and not always aligned participants.
- Have deep knowledge of organizing at the community level.

SKILLS & QUALIFICATIONS

Expertise in relationship building, grassroots organizing, and power mapping to strengthen MNIBA's work in trade and commerce, and building restorative and values-based economies, investment, and practices that create a pathway for community prosperity. A deep understanding of trends and barriers to funding and growing Native ecosystems holistically. We are seeking an individual with experience working with Native entrepreneurs living within the eleven distinct Native communities and surrounding areas as well as a pulse on developing Native small business movement efforts nationally.

The Co-Executive Director of Operations & Development must have substantive connections, a deep network, and a proven track record of acting in a productive entrepreneurial movement building role in Mni Sota or the broader region. They also must have the ability and willingness to explore landscapes beyond their preexisting networks. First-hand knowledge of equitable development and approaching the work with a racial and social justice lens.

Experience

A minimum of seven years of experience, preferably in the nonprofit sector, with a demonstrable success as a steward of responsible fundraising and organization-building.

Leadership and Management

Demonstrable understanding of a collaborative and transparent model for leading and managing and working with people at all levels; creative use of limited financial resources and familiarity with human resources; strong interpersonal skills that motivate and lead staff, volunteers, organizational partners, the funder base, and board. Able to motivate and inspire.

Finance

Executive experience in the nonprofit sector with Quick Books, budgeting processes, rigorous review, developing and implementing goals for a \$500,000+ operating budget and effectively executing against them. Experience with 501(c)3 and compliance.

Fundraising

Excellent relationship builder, connector, and networker who can catalyze participation and investment from a wide range of funding partners ranging from individual donors, foundations, corporations, sponsors. A solid track record in developing and executing strategies for annual fundraising campaigns as well as grant writing experience with a record for actively soliciting funds and inspiring donors to contribute.

Strategic Prioritizing and Planning

Organization and management skills for the details of the day-to-day operation of the business as well as strategic thinking about the organization; clear thinking for prioritizing and leading staff to fruition. Be a strategic thinker with a track record of thoughtful strategy and ecosystem mapping.

Communications

Demonstrable ability in managing complex organizational and communications priorities. Strong written and oral communication skills, ability to speak eloquently one-on-one or in front of large audiences, communicating effectively with diverse communities. History of creating and implementing communication plans that increase awareness of and engagement with MNIBA.

Passion and Commitment

Passion, energy, and vision for MNIBA's mission and values, and a profound belief in the ability of MNIBA to make a positive difference in the lives of Native entrepreneurs.

Collaboration

Highly collaborative, with a willingness and ability to adapt, pivot, and be flexible, and recognize when compromise is necessary for the betterment of the organization.

Education

A bachelor's degree or higher in a related field is ideal. Life experiences and proven track record in lieu of formal education will be considered.

COMPENSATION

\$60,000 - \$70,000 DOE annually

15 days paid time off, 7 floating holidays, 1 week office closure, flexible work environment with opportunities for professional development.

HOURS

32 hours, Full Time - Exempt

LOCATION

Due to the pandemic and nature of the work, this position will be a hybrid model with remote option and MNIBA's eventual transition to a co-working office space in the metro area. This does not require relocation, but when we are back into a face-to-face model, it will require travel to the metro for monthly meetings.

HOW TO APPLY

This position will remain open until filled.

All applications must be received via email, in PDF format (cover letter and resume combined into one document) and emailed to: info@mniba.org

This job description does not constitute a written or implied contract for employment. MNIBA reserves the right to revise or change job duties and responsibilities as the need arises. MNIBA is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

CO-EXECUTIVE DIRECTOR RESPONSIBILITIES

The Co-Executive Directors will both be responsible for:

ORGANIZATION HEALTH

- Exhibiting a passion for and dedication to the advancement of MNIBA's mission and the constituents it exists to serve.
- Fostering shared leadership, inclusive and positive relationships between the board, staff, consultants, organizational partners and stakeholders, and donors.
- Thinking systematically to identify and address changes and trends in community.
- Ensuring MNIBA has the human, financial, and operational resources to fulfill its mission.
- Championing a commitment to advancing a Native Narrative designed by Natives, social justice, and equitable access to resources, services and finances needed to grow a thriving entrepreneurial ecosystem, while ensuring a respectful and inclusive workplace.

TEAM LEADERSHIP & DEVELOPMENT

- Cultivating a climate that invites and inspires top quality staff and volunteers by providing a platform and support for them to show up and speak out, be a good relative in their community, and authentically lead in our communities.
- Modeling and ensuring an inclusive, welcoming, and inspiring organizational culture aligned with MNIBA's values.
- Providing mentoring, professional development for the next generation of leaders and visionaries.

- Ensuring there is a sound organizational structure aligned with MNIBA's priorities of decolonization, repatriation, sharing, cooperation, collaboration, respect, relationships, and reciprocity.

BOARD OF DIRECTORS

- Cultivating a board of directors that reflects the diversity of our communities and experiences.
- Managing the board of directors to ensure they are meaningfully engaging on overall programming and policy strategy, organizational health, and fundraising.
- Serving as conduits between the board, staff, consultants, volunteers, and organizational stakeholders.
- Supporting a board structure and providing board members with information, counsel, and tools needed to govern and support the organization.
- Work with the board to develop an annual operational budget, fundraising and programmatic priorities that are aligned with the strategic plan and overarching goals and objectives.

In addition to the above shared responsibilities, each Co-Executive Director will have a set of responsibilities, shared responsibilities, and areas of required cross-training, neither of which represent an exhaustive list, but are reflective of the overall work.

| Operations & Development | Shared | Programming & Partnerships |
|--|---|--|
| <p>Fiscal responsibilities (A/R, A/P, payroll, billing)</p> <p>Donor and funder relationships, cultivation & development</p> <p>Supervises administrative staff/contractors</p> <p>Purchasing administrative</p> | <p>Human Resources</p> <p>Grant Writing, Management & Reporting</p> <p>Board relationship & Board development</p> <p>Budget development & monitoring</p> <p>Staff development & training</p> <p>New funding opportunities</p> <p>Organizational evaluation & program outcomes (Impact Report)</p> <p>Annual Purchasing Review</p> | <p>Advancement of new & current initiatives (Cooperative development, Buy Native, Education & Outreach, Events, Native arts, etc.)</p> <p>Public relations & cultivating organizational relationships</p> <p>Supervises program staff/contractors</p> <p>Purchasing programs</p> |

CO-EXECUTIVE DIRECTOR SNAPSHOT
Individual & Shared Responsibilities

MNIBA'S CHALLENGES AND OPPORTUNITIES

MNIBA is celebrating its 14th year of existence and is excited to bring new leadership to take the organization into the next decade and beyond, building on our past successes and ensuring more community designed services and resources into the future.

MNIBA's 2022 budget will be larger than in the past as we are holding time and space for these leaders to take the organization on a renewed direction. We are grateful for the support of our current funders and donors who have supported our work, and we are excited to see what the future holds with these new leaders as our staff and consultants build what is to come.

LONG-TERM SUSTAINABILITY

One of the greatest challenges facing the nonprofit sector is developing sustainable funding models and revenue streams. While MNIBA was recently granted a significant and unrestricted award as one of the region's leaders doing important work in the arts, culture, and community organizing fields. This amazing award will support core programming, MNIBA needs to increase the budget and funding streams. Stewarding of current donors and creating relationships that bring in new resources, coupled with creativity, entrepreneurial spirit, and calculated risk-taking, will all be required by the Co-Executive Directors to realize the potential of MNIBA and ensure it has the ongoing resources to thrive and improve its leadership role in Native trade and exchange.

COMMUNITY PARTNERSHIPS

MNIBA is part of several key coalitions and alliances. We will continue to take a leadership role in convening important conversations, inviting the community to the table, and the people we serve to listen and learn how to better represent them.

The Co-Executive Directors will understand how to best approach these opportunities to strengthen the role of MNIBA and provide a platform for Native entrepreneurs to have the voice they deserve.

STRATEGIC PLANNING & IMPLEMENTATION

MNIBA's board of directors are developing a strategic plan that has as its catalyst, goals the organization hopes to achieve. They are crafting a set of long-term vision statements to guide MNIBA in its process. This vision will provide a solid framework from which the Co-Executive Directors will set the strategic direction of MNIBA and bring their collective visions to life. They will ensure MNIBA grows its statewide partnerships, expand programmatic capacity, and ensure the staff and budget grow exponentially to achieve its goals and impacts.

ABOUT THE MINNESOTA INDIGENOUS BUSINESS ALLIANCE (MNIBA)

Founded in 2008, the Minnesota Indigenous Business Alliance (MNIBA) was formed in response to the limited Native entrepreneurial and small business growth and development occurring throughout the state.

Alliance partners learned that through collaboration and by mobilizing resources outside their immediate control, they achieve their missions far more efficiently, effectively, and sustainably than they could have by working alone.

MNIBA's partners see the value of shifting focus on their mission, not their organization or interest; on trust, not control; and on being a node, not a hub which has resulted in building and strengthening capacity outside of their individual efforts.

MNIBA is a registered 501c3 nonprofit.

MISSION

Align Partners

Connect Native Entrepreneurs to Resources

Transform Native Economies

VALUES

Community: building trust and long-term relationships.

Creativity: pushing beyond the obvious to promote change.

Shared Leadership: representative of the communities we serve, fostering cooperation, collaboration, and respectful inquiry.

Restorative Growth: working to build healthy and equitable native economies that work for all.

PROGRAMS

- Buy Native statewide campaign
- Entrepreneurial business, marketing, and financial training
- Outreach and advocacy
- Annual trading events
- Cooperative development training
- Lunch and Learn - a native trade & exchange pop-up
- Native business directory

- Mni Sota Native Artist Alliance

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