



CO-EXECUTIVE DIRECTOR POSITION DESCRIPTIONS

After a six-month process whereby we assessed our strengths, finances, structures, and strategic direction—especially during the ‘COVID-19 Crisis’ and other 2020 impacts on the organizational budget – the Cedar-Riverside Community Council (CRCC) and its Board of Directors is excited to announce that we have made the intentional decision to move from a flawed financial, hierarchical leadership structure to a sustainable, equitable, defined, and shared management model as a way of elevating the significance of the leadership roles in our neighborhood association.

To be one of the core leaders of the Cedar-Riverside Community Council (CRCC) is to be at the forefront of moving neighborhood needs, political processes, community engagement, educational outreach, and youth support, while advocating for a more inclusive and equitable place for all of CRCC’s members and neighbors. The Co- Executive Directors must navigate and thrive under unique neighborhood dynamics and be fully devoted to steering the CRCC into excellence. In addition, they must have a track record of implementing anti-racist practices and be committed to undo institutional racism in our neighborhood political structures. This is an incredible opportunity for two talented leaders to mesh their skills together in a way that brings out the best in one another and pushes Cedar-Riverside Community Council (CRCC) – and the whole Cedar-Riverside Neighborhood - to further **EQUITY, INCLUSION, AND EXCELLENCE** in our amazing neighborhood!

Co-Executive Director for Operations and Development (DOD) – TOLA VANN

This co-director role will be responsible for working closely with the board of directors to set overall fundraising and communications strategies for the organization. The DOD will also be primarily responsible for developing partnerships with funders – corporate, foundations, individual donors, and have their own portfolio of major donors to steward. The DOD will be responsible for overall budget development, general operations and financial management of the organization and work collaboratively with the DPP to ensure the organization is achieving its overall goals and objectives. The DOD will report directly to the Board of Directors.

Co-Executive Director for Policy and Programs (DPP) – ABDISAMED “AJ” AWED

This co-director role will be the primary external face of the organization as it pertains to policy, program, and community partnerships. The DPP will be responsible for developing overall political, advocacy and programmatic strategies and ensuring the metrics necessary to accomplish the overall goals of the organization are being met. The DPP will develop collaborative partnerships with organizations in similar spaces to achieve mutual goals and move strategies forward. The DPP will work collaboratively with the DOD to ensure fundraising needs are clearly articulated and the budget is reflective of the program needs and policy initiatives in any given year. The DPP will also have a portfolio of major donors to steward and will report directly to the Board of Directors.

The DOD and the DPP will need to have a symbiotic relationship with one another, working closely and collaboratively at all times for the betterment of the organization. They will need to use their unique skillsets to ensure that the CRCC Board of Directors and staff are aligned and the goals of the organization are met at the highest levels. These are dynamic, fast-paced roles that continue to evolve alongside our organization and team. No two days will be alike, and the work will range from big picture to granular details.

ABOUT CEDAR-RIVERSIDE COMMUNITY COUNCIL (CRCC)

Founded in 2008, the Cedar-Riverside Community Council (CRCC) is a neighborhood association and community building organization that engages neighbors and members in the neighborhood civic process. We focus our resources on empowering the neighborhood, women, youth, people of color, LGBTQ, college students, the working class, and immigrant communities that constitute our community. We activate our neighbors and members through education, civic participation, and hands-on democracy, and work to put the people in our neighborhood – and those most often excluded from the political process - at the center of all we do.

VISION

The CRCC is committed to creating an equitable, inclusive, and excellent neighborhood, where the voices of all people are valued, and we are all able to make an equal impact in our community.

VALUES

We strive to remove barriers to neighborhood and political participation so that our local community and stakeholders have the capacity and opportunity to help our shared neighborhood and environment achieve its full potential.

We believe that when our communities and neighborhood and city government are inclusive, our local democracy is strengthened. By engaging and empowering leaders, advocates, and partners who reflect the diversity of our community, we are working to ensure that all people benefit from the full power of our local democracy.



CHALLENGES AND OPPORTUNITIES

Cedar-Riverside Community Council (CRCC) is about to celebrate its' 12th year of existence and is excited to bring on new leadership to take the organization into the next stage of its service to the community and beyond – building on our past successes and ensuring more wins into the future; truly changing the face of neighborhood engagement and local democracy in the City of Minneapolis to be more reflective of the diverse people in our community.

Our City of Minneapolis CPP budget for 2021, 2022, 2023 will be larger than in the past - as we our recognized for our East African community members and as we take on programs that take us in a renewed direction as an organization. We are grateful for the support of current funders – including the City of Minneapolis and the Minnesota Department of Health and others - for supporting our programmatic work, and excited to see what our future holds. The CRCC Co-Ed's will need to consider:

LONG-TERM SUSTAINABILITY

One of the greatest challenges facing the nonprofit sector is developing sustainable funding models. While Cedar-Riverside Community Council (CRCC) was recently awarded a significant multi-year City funding commitment for our core programming and mission, we also need to increase the budget and funding streams for The CRCC. 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 of the Co-ED for Operations and Development to realize the potential of The CRCC and ensure it has the ongoing resources necessary to thrive and improve its leadership role in neighborhood and civic activism and engagement.

POLITICAL LANDSCAPE

We are at a critical and exciting time in political history and there is much at stake as we move into 2021. Not only could COVID-19 continue to impact our community elders and immigrants, but major state restrictions and mandates will also be front and center and it will be imperative that the CRCC continue to continue outreach at unprecedented numbers. In addition, ensuring that the 2020 Census has the most complete count of those that have traditionally been undercounted will be critical. Cedar-Riverside Community Council (CRCC) is leading the charge to educate people about the importance of the Census and the impact they can have by helping their families respond to it. The Co-ED for Policy and Programs will play a significant role in the strategy development for all of these as well as other activities necessary to be a leader in this space.

COMMUNITY PARTNERSHIPS

Cedar-Riverside Community Council (CRCC) is part of a number of key neighborhood political coalitions and partner alliances. Now is the time for The CRCC to take a leadership role in developing a new communications strategy that will bring together a myriad of nonprofit community- based civic minded organizations to work together on behalf of the neighborhood's people and better serve them collectively. The Co-ED leadership team will understand how best to approach this opportunity to strengthen the role of Cedar-Riverside Community Council (CRCC) and provide a platform for community-led organizations to have the voice they deserve.

STRATEGIC PLANNING IMPLEMENTATION

The Board of Directors of Cedar-Riverside Community Council (CRCC) is developing a strategic plan that has as its catalyst, goals the organization hopes to achieve by the year 2030. Crafting a set of long-term vision statements that will guide The CRCC over the next 10 years is in process. These statements will provide a solid framework from which the Co- Executive Directors will set the strategic direction of The CRCC bringing their collective visions to life. They will work to ensure The CRCC becomes an organization known for equity, inclusion, and excellence, as well as for its programmatic capacity as the staff and budget grows exponentially to achieve success.

CO-EXECUTIVE DIRECTOR RESPONSIBILITIES

The Co-Executive Directors will **BOTH** be responsible for:

ORGANIZATIONAL HEALTH

- Exhibiting a passion for and dedication to the advancement of Cedar-Riverside Community Council (CRCC)'s mission and the neighbors, stakeholders, partners, elders, and young people it exists to serve
- Fostering shared leadership, inclusive and positive relationships between the board, staff, organizational stakeholders, and donors
- Thinking systemically to identify and address changes and trends in the community
- Ensuring the CRCC has the human, financial, and operational resources to fulfill its mission
- Championing a commitment to advancing social justice and undoing institutional racism, while ensuring a diverse, equitable, and inclusive workplace

TEAM LEADERSHIP AND DEVELOPMENT

- Cultivating a climate that invites and inspires top quality staff and volunteers from diverse backgrounds; providing the platform and support for them to authentically lead in our community
- Modeling and ensuring an inclusive, welcoming, and inspiring organizational culture aligned with our values and the policy resolutions of the organization and its elected Board of Directors
- Providing mentoring, professional development, and performance management of staff
- Ensuring there is a sound organizational structure aligned with The CRCC's priorities of equity and inclusion and excellence.

BOARD OF DIRECTORS

- Cultivating a board of directors that reflects the diversity of community we wish to serve – especially women, youth, elders, people of color, university students, LGBTQ, immigrants, renters, property owners, employees, and employers.
- 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 and the staff, volunteers, and organizational stakeholders
- Supporting a complex, community elected board structure and providing board members with information, counsel, and tools needed to govern and support the organization in a meaningful way
- Working with the board to developing annual operational, fundraising, and programmatic priorities that are aligned with the CRCC Mission, Values, and Agenda and the appropriate City of Minneapolis NCR's "Neighborhoods 2020 Program" overarching goals and objectives

In addition to the above shared responsibilities, each Co-ED will have a set of individual responsibilities, neither of which represent an exhaustive list but are reflective of the overall work, detailed in the descriptions which are provided below.

Co-Executive Director for Operations and Development (DOD) Key Responsibilities

FUNDRAISING AND COMMUNITY RELATIONS

- Develop overall fundraising strategy in collaboration with any development team and BOD fundraising committee that is aligned with programming and policy goals to ensure both long-term and short-term impacts achieved
- Build and cultivate new, and steward existing, relationships with major donors and funding partners, building trust, communicating regularly, and collaborating to move our objectives forward
- Engage the Board in joyful fundraising activities
- Direct supervision of development and communications team members, contractors, and/or consultants

COMMUNICATIONS

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

OPERATIONS AND FISCAL MANAGEMENT

- Develop the annual budget in partnership with DPP, staff and the Board
- Oversee the financial performance of The CRCC, in partnership with the DPP and the Board
- Ensure compliance with all applicable federal, state, and local regulations
- Direct supervision of the Operations staff
- Staffing of Executive Committee and Finance and Operations Committee

Qualifications for Co-Executive Director for Operations and Development (DOD)

EXPERIENCE

A minimum of seven years of experience, preferably in the non-profit sector, with 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 fiscal resources and familiarity with human resources; strong interpersonal skills that motivate and lead staff, volunteers, the funder base and the board. Able to inspire and empower.

FINANCE

Executive experience in the nonprofit sector with budgeting processes of planning, rigorous review, developing and implementing annual budget goals for a \$100,00 + operating budget and effectively executing against them. Experience with 501(c)3 and programming compliance.

FUNDRAISING

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

STRATEGIC PRIORITIZING AND PLANNING

Organization and management skills for the details of the day-to-day running of the organization, as well as strategic thinking about the organization; clear thinking for prioritizing and leading staff and initiatives to fruition.

COMMUNICATIONS

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

PASSION AND COMMITMENT

Passion, energy, and drive for Cedar-Riverside Community Council (CRCC) mission and a profound belief in the ability of neighborhoods to make a positive difference in the community and the city.

COLLABORATION

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

EDUCATION

A bachelor's degree, especially in a related field is ideal; life experiences in lieu of formal education works for us too.

NICE TO HAVE:

- Experience in strategic communications, marketing, or public relations
- Experience serving as a mentor to young people; an understanding of the impact this investment can make in their lives
- Local knowledge and connections, especially with institutional and corporate funders
- Familiarity with political and/or other donor databases

COMPENSATION

Compensation is DOQ – and is a two-thirds (2/3) to three-quarters (3/4) time, exempt, salaried, fixed contract position. Cedar-Riverside Community Council (CRCC) offers paid time off for major holidays and PTO at the rate of 6 hours earned for each month of service.

Co-Executive Director for Policy and Programs (DPP) Key Responsibilities

PROGRAM STRATEGY

- Develop overall programming strategies for the organization to maximize CRCC's outreach, impact, and leadership in neighborhood development, working closely with the DOD to ensure alignment with overall organizational strategy and philanthropy goals
- Drive the creation and implementation of programmatic and policy plans to ensure both long-term and short-term impacts achieved in areas of civic education, neighborhood advocacy, and outreach
- Support the board of directors in the creation, facilitation and staffing of the program committee and any other committees that form which are connected to the Policy and Programs side of the organization
- Direct supervision of all Policy and Program team members, contractors, and/or consultants

NONPARTISAN POLITICAL ADVOCACY

- Develop overall advocacy and campaign strategies for the organization to ensure the CRCC is at the forefront of neighborhood policy development which aligns with the organization's nonpartisan Policy and Programming Agenda
- Identify nonpartisan political opportunities, and shape the CRCC's advocacy and campaign priorities
- Ensure implementation of the priorities espoused through the Policy and Programming Agenda each campaign cycle

PARTNERSHIPS

- Build and cultivate strategic relationships with coalition partners, prominent political and community leaders, elected officials and other influential connectors
- Act as the organization's primary spokesperson (events, media, etc.)
- Serve as the organizational liaison at most coalition partner tables (i.e., OVC, WVJC, Win/Win)

FUNDRAISING

- Willingness to participate fully in fundraising from individual donors, foundations, corporations, unions and others.
- Ability to work collaboratively with the Development Team on grant proposals providing clear workplan strategies, measurable goals and metrics necessary, as well as assisting with mid-year and annual reports to funders showing quantifiable successes.

Qualifications for Co-Executive Director for Policy and Programs (DPP)

EXPERIENCE

A minimum of four years of experience with demonstrable success creating, evolving and evaluating strategy, tactics, opportunities, challenges, inequities, and political and organizational context of one or more of the following: *issue advocacy, grassroots organizing, political campaigning, civic engagement work, and/or within a similar field*. Demonstrable experience with advocating, lobbying, writing legislation, participating in public comment/testifying, political campaigning, and/or policy implementation.

LEADERSHIP AND MANAGEMENT

Demonstrable understanding of a collaborative and transparent model for leading and managing and working with people at all levels; managing multiple deadlines, ambiguity, and shifts in the political landscape. Ability to demonstrate an understanding of how power and privilege create barriers to access in our political system.

PLANNING AND IMPLEMENTATION

Strategic thinker and decision maker with a knack for planning, creating systems, and driving to results. Proven ability to translate complex and big ideas into appropriate, practical action.

COMMUNICATIONS

Strong written and oral communication skills – the ability to speak eloquently one-on-one or in front of hundreds communicating effectively with diverse audiences.

PASSION AND COMMITMENT

Passion, energy, and drive for Cedar-Riverside Community Council (CRCC) mission and a profound belief in the ability of neighborhoods to make a positive difference in the community and the city.

COLLABORATION

Highly collaborative, with a willingness and ability to be adaptable, flexible and recognize when compromise is necessary for the betterment of the organization. Relationship builder and networker who can catalyze participation and investment from a wide array of partners ranging from youth, grassroots community organizers, labor, or elected officials.

EDUCATION

A bachelor's degree, especially in a related field is ideal; life experiences in lieu of formal education works for us too.

NICE TO HAVE:

- Experience serving as a mentor to young people; an understanding of the impact this investment can make in their lives
- Fundraising experience
- Local knowledge and connections in The City of Minneapolis, specifically in public policy and advocacy
- Experience using NGP/Voter Activation Network or other campaign databases
- Foreign language skills in Somali and/or Oromo.

COMPENSATION

Compensation is DOQ – and is a two-thirds (2/3) to three-quarters (3/4) time, exempt, salaried, fixed contract position. Cedar-Riverside Community Council (CRCC) offers paid time off for major holidays and PTO at the rate of 6 hours earned for each month of service.