

Executive Director: Advocacy & Inclusion Matter of West Central Minnesota

Organization Summary:

Advocacy & Inclusion Matter (AIM) is a nonprofit in Willmar, MN, that promotes full inclusion and independent living for people with intellectual and developmental disabilities by providing advocacy, wellness, and social inclusion programs.

Primary Duties:

The Executive Director is responsible for leading and managing all aspects of the organization, including Board relations and development, fundraising and financial management, program development and implementation, and community and professional leadership development.

Board Relations • Provide vision, leadership, and information needed to facilitate board/staff strategic planning on an ongoing basis • Assist in the recruitment and development and support of Board of Directors and committees.

Leadership • Represent AIM to the public and reply to general email, phone, and correspondence queries • Participate and/or act as a leader on committees • Represent and promote AIM in the Kandiyohi Community through cultivating donors, networking, and building relationships with other community partners • Serve as key spokesperson and disability expert with funders, partners, and community and provide ongoing communication and education regarding constituent needs • Seek ongoing information to stay abreast in key issues/trends and new developments in the field.

Management • Work with committees and volunteers to coordinate and manage registrations for programs and events • Design and produce marketing materials for AIM events and activities • Develop timelines, budgets and overall financial goals • Oversee QuickBooks in collaboration with the Board Treasurer • Supervise and assist People First advisor • Provide leadership and support as needed to ensure programs are comprehensive, of high quality and valuable to AIM's constituents • Ensure timely filings of tax reports • Manage day-to-day office functions (bank deposits, order supplies, etc.).

Communications • Update and coordinate website activities, social media postings, email marketing contact list • Edit and manage distribution of press releases • Produce and distribute print materials as assigned, including quarterly newsletter • Participate in networking groups.

Development • Cultivate gifts from individuals, foundations, and corporations • Solicit sponsorship and in-kind donations for events • Write grant proposals, sponsorship requests, and lead in fundraising activities • Maintain impeccable fundraising and donor records to track donors and support fundraising activities • Maintain standard forms and grant proposal components (e.g., IRS letter, budget, etc.) • Manage prompt gift acknowledgments • Maintain grant records, including proposals submitted, acknowledgement of grants, report due dates, and reports.

Other • Other duties as assigned by the AIM Board of Directors

Skills & Experience:

- A Bachelor's Degree in related field and three years of work experience in nonprofit management.
- Experience with people with intellectual and developmental disabilities and their families.
- Experience in public policy/systems change efforts helpful.
- Demonstrated commitment and ability to work collaboratively with stakeholders of diverse ethnic, social, and cultural backgrounds.
- Excellent communication skills and ability to establish working relationships with other organizations, government agencies, community leaders, and the general public.

- Experience fundraising and securing foundation and government grants and contracts
- Knowledge of financial, budgetary, and reporting procedures for non-profits.
- Experience working with a Board of Directors and volunteers.
- Maintain a high level of personal initiative, be self-driven, results-oriented, and have a positive attitude.
- Proven ability to use Microsoft Office, web content editor (preferably Wix), and social media.
- Detail oriented, well organized, and able to manage time effectively.
- Strong knowledge of bookkeeping practice and procedure.

Average hours per week: 32-35

Salary: DOQ

To apply for this position, please send a cover letter detailing your qualifications in relation to the job description, salary requirements, and resume, to:

AIM
PO BOX 214
Willmar, MN 56201
Or by email: tauferdheide@gllm.org