

Well Being Development is looking for an Executive Director, .5 FTE

Well Being Development (WBD) is an innovative nonprofit organization in the Ely, MN area. Our mission is to promote mental health and well-being in the northeast Iron Range by inspiring, cultivating and delivering collaborative, community-driven services, supports and educational initiatives. Our vision – for all people to achieve their potential and to be respected as friends, family members and neighbors. This is an exciting opportunity for an individual seeking an innovative and rewarding career in the Ely area.

The Executive Director is the key management leader in supporting the mission of WBD and is responsible for providing support to programs and overseeing the administration and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. Potential for additional community opportunities (mission match) may exist, if driven by the right entrepreneurial candidate. The position reports directly to the Board of Directors.

General Responsibilities

Board Governance and Strategy: Works with the WBD Board of Directors to fulfill the organization's vision.

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Supports the strategic planning process to ensure that WBD continues to reach toward its vision as defined by the Board of Directors.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support WBD's mission.
- Responsible for the fiscal integrity of WBD, to include working with the Board Finance Committee on proposed annual budget and monthly financial statements.
- Responsible for fiscal management to ensure compliance with state and federal grant requirements.

Organization Mission and Community Collaboration: Works with board and staff to ensure that the mission is fulfilled through programs and community outreach.

- Responsible for leading WBD in a manner that supports and guides the organization toward its mission as defined by the Board of Directors.
- Responsible for implementation of WBD's programs that carry out the organization's mission.
- Responsible for the enhancement of WBD's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring, training and retention of competent, qualified staff.
- Responsible effective administration of WBD operations.
- Provide support and leadership to WBD program leadership.
- Responsible for all notes, agreements, and other instruments made and entered into and on behalf of the organization, working with board chair and treasurer per organization financial policies.

Actual Job Responsibilities

- Report to and work closely with the Board of Directors and the Board Committees, including overseeing Board and Committee meetings.
- Managing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

- Supervise and collaborate with organization staff.
- Ensure appropriate data collection and data privacy to track client data and evaluate programming outcomes.
- Financial management including budget planning, payroll, reporting, grant management, and contract management.
- Engage in fundraising and developing other revenues, including grant writing.
- Work with external bookkeeper to oversee financial management including, expense reimbursements, bill payment, revenue collection and income deposits
- Work with an external accountant to complete annual IRS 990.
- Oversee marketing and other communications efforts.
- Establish and maintain relationships with local and regional organizations and utilize those relationships to strategically enhance WBD's Mission.
- Serve as WBD's primary spokesperson to the organization's constituents, the media, and the general public.
- Support strategic planning and implementation.
- Other duties as assigned by the Board of Directors.

Desired Skills/Abilities

- Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with wide variety of staff and community partners.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Knowledge of human services, behavioral healthcare, physical healthcare, social work, or a related field
- Proficient with Microsoft Office Suite or related software.
- A belief that harm reduction and recovery is possible for any community member.

Education and Experience

- Experience with nonprofit operations such as grant management, fundraising, and strategic planning
- Experience with staff supervision and financial management
- Bachelor's Degree preferred

Location and Physical Requirements

- Work will be located in Ely, MN at the WBD offices. Some travel is necessary for meetings and other engagements.
- Ability to work at a desk and computer for at least 80% of the time.

Compensation and Benefits

- The position requires at least 20 hours per week with a possible increase of hours dependent on candidate preference and grant funding.
- The salary range is \$23-25 per hour depending on qualifications
- Benefits include paid time off, paid holidays, paid professional development, and a flexible work schedule. A stipend is provided for health insurance.

To Apply

Please submit cover letter and resume to Lisa Ledel via email to Info@elybhn.org, or mail to PO Box 714, Ely, MN 55731 by October 6, 2021.