

ballinger | leafblad

presents

President & CEO Center for Rural Policy and Development

Ballinger | Leafblad is proud to present the following information on behalf of our client, **Center for Rural Policy and Development**, in its search for an **Executive Director**.



presenting our client

Center for Rural Policy and Development

ORGANIZATIONAL OVERVIEW

The Center for Rural Policy and Development (CRPD) is a non-partisan, nonprofit policy research organization dedicated to benefiting Minnesota by providing its policy makers with unbiased information and evaluation of issues from a rural perspective.

Due to population shifts and changing demographics, the state of Minnesota is transforming. The Center for Rural Policy and Development produces solid, non-partisan research and information on the issues most important to Greater Minnesota. That information is communicated to state legislatures and other policy makers to help them understand what works and doesn't work for the 2 million residents of rural Minnesota.

Over the years, CRPD has developed a unique reputation for producing credible and objective research dealing with issues affecting rural Minnesota.

One of CRPD's most valuable assets is its reputation for independence and integrity in informing policy with objective research. CRPD is vigilant in ensuring that its relationships with business entities never compromise this asset. The center accepts funds from corporations for research, informational and educational activities only when the content is to be determined by Center for Rural Policy and Development. CRPD maintains complete control, consistent with any donor restriction acceptable to the Center, of all funds provided by corporations, organizations and individuals. CRPD does not accept any support that implies or requires endorsements of products or activities.

Recent publications include:

- *State of Rural Minnesota 2016*
- *A Quiet Crisis: Minnesota's Child Care Shortage*
- *Wastewater Challenges in Small Minnesota Communities*
- *Mental Health Services in Greater Minnesota*
- *Bringing Broadband to Rural Minnesota*
- *Addressing the Coming Workforce Squeeze*



CRPD also regularly updates its Atlas of Minnesota Online which provides over 100 digital maps based on the organization's most popular publications.

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Center for Rural Policy and Development

ORGANIZATIONAL OVERVIEW



GOVERNANCE

Members of CRPD's Board of Director's come from all over the state and represent varied interests. Thirteen members are appointed by the Governor, two are appointed by the House and Senate leadership; and remaining members consist of five at-large positions chosen by the board members themselves.

The Center for Rural Policy and Development staff is comprised of three professionals and interns. The office is located in Mankato, Minnesota. It is not required that the President & CEO work out of the CRPD office in Mankato; however, he or she should plan to be present at the office on a regular basis. The President & CEO will ideally reside in rural Minnesota.

MISSION

Informing policy with objective research.

VISION

A vibrant Minnesota.

presenting our client

Center for Rural Policy and Development

VALUES

Research Excellence

We endeavor to strive for excellence in every project in which we engage.

Political Non-Partisanship

Political non-partisanship is the historical foundation of our work. We are committed to maintaining that reputation.

Collaboration

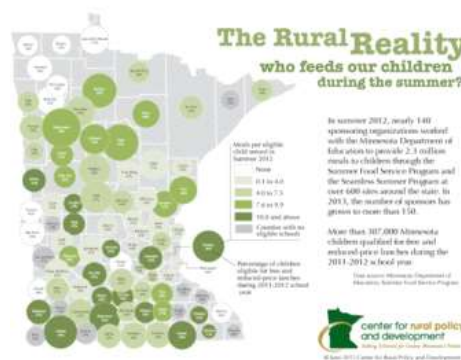
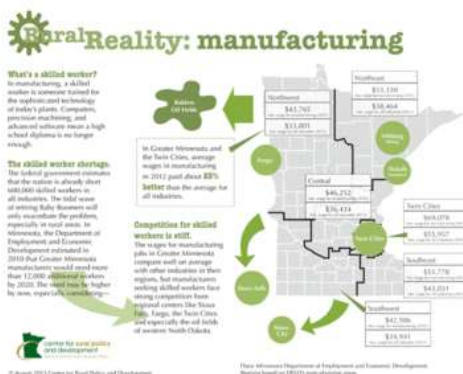
Collaboration will be the hallmark of our future work. Our success will be defined by the partnerships we nurture and create.

Commitment to Minnesota

A strong Minnesota requires a healthy and vibrant Greater Minnesota. We are committed to supporting quality decision-making that will positively impact Greater Minnesota's ability to thrive.

OVERVIEW OF POSITION

The President & CEO is the Chief Executive Officer of The Center for Rural Policy and Development. The President & CEO reports to the Board of Directors and is responsible for the organization's achievement of its mission and objectives according to the strategic direction set by the Board of Directors.



presenting the position of

President & CEO

PRIMARY RESPONSIBILITIES and QUALIFICATIONS

The successful candidate will be a leader of credibility and stature with expertise and understanding of issues impacting rural Minnesota. Ten or more years of progressive management experience is required, along with demonstrated research skills. An undergraduate degree is required and an advanced academic degree in the social sciences, business or related discipline is preferred. The successful candidate should demonstrate experience in the following areas:

Strategic and Board Leadership

- With the Board of Directors to develop a vision and strategic plan to guide the Center.
- Serve as a professional advisor to the Board of Directors on all aspects of the Center including identifying, assessing, and informing them of internal and external issues that affect the organization, and the challenges and opportunities in Greater Minnesota.
- Foster effective team work with the Board and staff.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Conduct official correspondence and execute legal documents on behalf of the Board as appropriate and jointly with designated officers.
- Represent the organization in the community to enhance the organization's community profile.
- Maintain a Board manual and coordinate orientation of new Board members.

Operations Management

- Develop an operational plan incorporating goals and objectives that work toward the strategic direction of the organization as set by the Board.
- Draft policies for the approval of the Board, prepare procedures to implement them, and review existing policies annually, recommending changes to the Board as appropriate.
- Ensure that all files including staff, donor, and research reports and findings are securely stored and privacy/confidentiality is maintained.
- Effectively lead the operations of a virtual organization; communicate proactively and frequently about projects with staff.

presenting the position of

President & CEO

PRIMARY RESPONSIBILITIES and QUALIFICATIONS

Staff Leadership

- Lead the organization with a positive, visionary style.
- Oversee human resources policies, procedures and practices.
- Establish a positive, healthy and team-oriented work environment that attracts and retains high performing staff.
- Recruit, interview, select and orient staff and assist staff members in achieving their professional goals.
- Implement an ongoing performance process for all staff which includes: monitoring, coaching and mentoring for improvement and performance feedback.

Community Relations and Advocacy

- Establish good working relationships and form partnerships, networks, and collaboratives with key groups, funders, politicians, and other organizations to help achieve the goals of the organization.
- Execute the Center's comprehensive communication plan.
- Publicize and promote the research results of Center studies.
- Make informed recommendation on relevant research on themes impacting Greater Minnesota with attention to the concerns of key public and private policy and decision makers.
- Represent the programs, point of view of the organization and its research findings to agencies, organizations, public and private policy and decision makers, and the general public.
- Prepare recommendations based on empirical data and research findings for presentation to public and private policy and decision makers and the general public.

Financial Management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget, administer the funds according to the approved budget, monitor the monthly cash flow, and provide regular reports to the Board on the revenues and expenses of the organization.
- Develop a comprehensive resource development plan and participate in or lead fundraising activities and the submission of proposals; prepare quarterly progress reports for the board.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.

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President & CEO

Other Characteristics, Skills, and Abilities

- *Adaptability:* Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- *Relationship Building:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- *Effective Communications:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities
- *Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- *Problem Solving:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations or resolve the problem
- *Independent:* Able to work autonomously and without daily direction.
- *Politically Astute:* Be aware and sensitive to political nuances. Maintain a neutral political position while respecting all views
- *Strategic Thinking:* Assess options and actions based on trends and conditions in the environment and the vision and values of the organization

ADDITIONAL INFORMATION

COMPENSATION ~

The compensation package will be commensurate with experience and will include an executive salary along with the opportunity to participate in the organization's benefits package.

LOCATION ~

The Center for Rural Policy is a virtual organization. The CRPD mailing address is in Mankato, however, it is not required that the President & CEO reside in the Mankato area. The organization's leader should reside in Minnesota and be willing to travel throughout the state. It is strongly preferred that the President & CEO reside in and have strong connections with rural Minnesota.

To Apply

For additional information and to apply for the position, please contact:



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Development is an Equal
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