



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT
MINNESOTA DIRECTOR
FIRST CHILDREN'S FINANCE**

ORGANIZATIONAL OVERVIEW

First Children's Finance (FCF) is a national nonprofit headquartered in Minneapolis that provides business and financial assistance to organization leaders in the field of Early Care and Education (ECE). FCF accomplishes this through providing business development programs and financing to ECE providers in multiple states, with regional offices in three: Minnesota, Iowa, and Michigan.

FCF has a multi-level approach to making a positive impact. It provides programs and services for:

- **Child Care Businesses.** FCF helps child care entrepreneurs start and grow sustainable child care businesses.
- **Communities.** FCF partners with communities to develop local solutions to address child care shortages.
- **Systems.** FCF partners with states to create systems that improve sustainability for child care businesses.

PRIMARY AREAS OF RESPONSIBILITY

Reporting to FCF's Chief Program Officer, the Minnesota Director leads a team of staff to ensure the effectiveness and sustainability of all Minnesota programs, and participates on the FCF Leadership Team to support organization-wide activities. The Minnesota Director also manages the day-to-day operations in Minnesota under policies determined by FCF. The primary responsibilities are:

- **Strategic Financial Development:** Plan and implement and annual fundraising strategy; seek and maintain relationships with institutional funders; secure funding from state government and philanthropy; develop funding proposals and evaluation reports; Own a \$1.5 million annual budget.
- **Program Planning and Management:** Develop, manage, and promote business and financial programs; help ECE providers built their business skills and capacity; market, evaluate, and improve FCF programs and services; provide training, consultative, and technical assistance to strengthen ECE programs.
- **Human Resources Planning and Management:** Support, develop, and retain qualified and excellent staff, consultants, and volunteers; ensure the smooth and efficient operation of the organization by selecting and developing effective people; foster a culture of cooperation and mutual respect, focusing on outstanding performance.
- **Relationship Management:** Maintain strong and effective relationships with ECE business leaders and advocates both in Minnesota and nationally; build and maintain strong relationships with private and public sector leaders, revenue sources, industry leaders, and allied organizations.

DESIRED QUALIFICATIONS

Education

- A Bachelor's degree in business, organizational development, planning, communication, finance, or nonprofit administration, or public administration is required; Master's degree preferred.

Experience

- Three or more years executive or advanced level professional supervisory experience in a nonprofit organization, with knowledge of early care and education issues preferred.
- Successful track record of securing approximately \$1 million annually through a mix of philanthropy, government, corporate, and individual donors.
- Familiarity with the communities of the Twin Cities and of greater Minnesota, or the ability to quickly make connections in those communities.
- Program planning, development, facilitation, and evaluation.
- Demonstrated knowledge of community and economic development.
- Knowledge of current service trends and emerging models Early Care Education.
- Proven administrative competence in areas such as financial management, budgeting, marketing, technology, planning, and goal setting.
- Ability to recruit, retain, and develop both staff and volunteer leaders.
- Familiarity with Theory of Change, or a positive orientation to change and new ways of doing business, including the ability to innovate and implement continuous improvements.
- The ability and commitment to be an engaging ambassador and advocate for FCF with key business, community, and government leaders.

COMPENSATION

Compensation is competitive, and is commensurate with experience and qualifications.

TO APPLY

The organization will begin reviewing applications August 1, 2019. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to employment@cincinnatus.com, or a hard copy to Employment, Cincinnatus, 2021 East Hennepin Avenue, Suite 220, Minneapolis, MN 55413.