CINCINNATUS

STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT**
**EXECUTIVE DIRECTOR**
**GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION**

## ORGANIZATIONAL OVERVIEW

The Greater Minnesota Regional Parks and Trails Commission (GMRPTC) is dedicated to advancing a high-quality, interconnected system of regionally significant parks and trails across the 80-counties of Greater Minnesota outside of the seven-county metropolitan area. Established by the Minnesota Legislature in 2013, the Commission was created to ensure that residents and visitors throughout Greater Minnesota have equitable access to outdoor recreation, natural resources, and economic development opportunities supported by a sustainable funding framework.

GMRPTC evaluates applications for inclusion in the regional system and recommends projects for funding through the Parks and Trails Legacy Fund, established by the Clean Water, Land, and Legacy Amendment. Through this work, the Commission helps strengthen tourism, conserve natural and cultural resources, and enhance quality of life across Greater Minnesota communities.

The Commission is comprised of 13 Commissioners, appointed by the Governor, representing six districts, two in each of six districts and one at-large Commissioner. GMRPTC has an annual budget of $500,000.

For more information, please visit the GMRPTC website: gmrptcommission.org.

## PRIMARY AREAS OF RESPONSIBILITY

Reporting to GMRPTC's Board of Commissioners, The Executive Director (ED) serves as the chief administrative officer, responsible for implementing Commission policies, managing operations, and leading strategic initiatives that advance the Commission's mission. The ED will provide leadership, oversee Commission operations, foster partnerships, advocate for legislative interests, and represent the Commission at public events. The role requires strong organization, communication, and financial management skills as well as the ability to travel extensively through Minnesota to engage with diverse stakeholders. The ED is a contracted position, not benefits eligible. The primary responsibilities are:

- Strategic Leadership and Communication: Keep Commissioners informed about new trends; Advise Commissioners of relevant learning and development opportunities; Assist in the development of, and fully implement the short-, mid-, and long-range plans of GMRPTC, and ensure adequate resources and tactics to achieve them; Implement board governance best practices.
- Financial Planning and Management: Develop and manage the Commission's budget in collaboration with Commissioners and the System Plan Coordinator; Review and approve expenditures; Maintain accurate accounting records; Maintain grant records and ensure grant compliance.
- Operational Planning and Management: Keep accurate records of Commission business; Update procedure manuals, Commission appointments and consultant contracts; Organize

meeting logistics; Maintain current information on Commission openings; Participate in Commission discussions and follow through on assigned items.

- Relationship Management: Establish and maintain strong, transparent relationships with Commission partners; Serve as the Commission's liaison to the Parks and Trails Legacy Advisory Committee; Serve as the public face of GMRPTC: Lead outreach efforts to raise awareness of the Commission's mission; Collaborate with civic leaders, county leaders, indigenous leaders, legislators, government agencies, and fiscal agents.
- Legislative Advocacy: Build and steward relationships with legislators, aides, and committee administrators to promote GMRPTC; Prepare and present the annual Policy and Planning Report to key stakeholder groups; Advocate for the Commission at the Minnesota Legislature; Update Commissioners on legislative activities, conversations, and inquiries.

**DESIRED QUALIFICATIONS**

*Education*

- A bachelor's degree in municipal/regional planning, public administration, business administration, nonprofit management or equivalent. Certain work experience may negate the need for a specific discipline degree. Master's degree preferred.

*Experience*

- Seven years of experience preferred, with three or more specifically in public policy.
- Three years of experience with planning and development.
- Proven ability to direct and implement long-term strategic planning with cross-functional community leaders.
- Successful track record with advocating for organizations with state legislators and other government leaders.
- Skilled in leading a Board of Commissioners, Directors, or Trustees.
- Knowledge of and affinity and respect for the constituencies of Greater Minnesota.
- Ultra-collaborative mindset.
- Ability to quickly make meaningful connections with community leaders, government officials, and project stakeholders.
- Commitment and ability to be an engaging ambassador and positively represent GMRPTC throughout the state.
- Program planning, development, implementation, management, and evaluation.
- Proven administrative competence in areas such as financial management, budgeting, marketing, technology, planning, and goal setting.
- Strong organizational skills and attention to detail.
- Excellent communication skills, particularly strong oral communication and presentation and written.

**COMPENSATION**

The salary range for this position is $95,000-$120,000 annually and is commensurate with experience and qualifications. This is a contracted position, not benefits eligible.

**TO APPLY**

The salary range for this position is $95,000-$120,000 annually and is commensurate with experience and qualifications. This is a contracted position, not benefits eligible.