



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
MINNESOTA RIVER AREA AGENCY ON AGING**

ORGANIZATIONAL OVERVIEW

As the designated area agency on aging for 27 counties in southwest Minnesota, and based in Mankato, the Minnesota River Area Agency on Aging (MNRAAA) is a catalyst in building communities where older adults live with dignity, mutual respect, and shared responsibilities across generations and cultures.

MNRAAA has five primary goals:

- **Advocacy and Education:** In collaboration with its partners, MNRAAA builds awareness and support of aging issues, trends, assets, and needs with stakeholders and the public.
- **Fund Distribution:** MNRAAA uses funding policies to build capacity for effective community services across the 27-county region, leverages community resources, and responds to emerging needs.
- **Systems Change:** MNRAAA convenes providers, community leaders, and consumers to facilitate improvements in service delivery and system integration. They also develop services that address priority needs of older adults and their families in the region.
- **Capacity Building:** MNRAAA provides technical assistance to increase individual agency capacity to develop or expand priority services.
- **Information and Assistance:** MNRAAA provides high-quality information, education, and assistance through Senior LinkAge Line® that meets the needs of older adults and their families, and helps them make informed choices about benefits and services.

PRIMARY AREAS OF RESPONSIBILITY

The Executive Director works in partnership with the Board of Directors to provide leadership, vision, and direction for MNRAAA. The Executive Director also manages the day-to-day operations of the association under policies determined by the Boards. The primary responsibilities are:

- **Strategic Leadership and Communication:** Assist in the development of, and fully implement the short- and long-range plans of MNRAAA, clearly articulating organizational goals for financial and programmatic stability and growth; motivate and inspire others to support the vision of MNRAAA; enthusiastically model the values of MNRAAA. Develop effective written materials and conduct public presentations on issues important to MNRAAA.
- **Operational Planning and Management:** Represent MNRAAA in public relations activities with governmental leaders; establish and maintain organizational policy

development; work with the Board to draft, monitor, and update policies and procedures; monitor the planning, implementation, and evaluation of member programs; Maximize efficiency and minimize redundancies in all aspects of operations.

- Financial Planning and Management: Ensure long-term financial stability; oversee the development and management of budgetary and financial controls and procedures, including annual audits; ensure proper administration of funds management procedures; keep the Board informed of financial and operational issues.
- Human Resources Planning and Management: Support, develop, and retain a qualified and excellent staff 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 the Minnesota Board on Aging and with health care systems; build and maintain strong relationships with government leaders, revenue sources, industry leaders, and partner organizations.

DESIRED QUALIFICATIONS

Education

- A Bachelor's degree in gerontology, health-related field, social services, business administration, or closely related field required. Master's degree in nonprofit administration, human services administration, or public administration preferred.

Experience

- Four years managerial or advanced level professional supervisory experience in a nonprofit organization, unit of government, or related area, with knowledge of older adult issue preferred.
- Familiarity with the communities of southwest Minnesota or with rural communities in general, or the ability to quickly make connections in the community.
- Knowledge of current service trends and emerging models in long-term care, health care delivery systems, health care payer systems, federal and state laws and policies, and service delivery issues for older adults.
- 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.
- A positive orientation to change and new ways of doing business, including the ability to positively manage change and transition.
- The ability and commitment to envision and describe the long-term future of MNRAAA in a way that inspires and motivates key stakeholders.
- The ability and commitment to be an engaging ambassador and advocate for MNRAAA with key business, community, and government leaders. This includes the ability to skillfully manage the needs of competing stakeholders.

COMPENSATION

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

TO APPLY

The organization will begin reviewing applications December 1, 2018. 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.