



Amherst H. Wilder Foundation Director, Executive Office

The Organization

Amherst H. Wilder Foundation (“Foundation”) is a non-profit organization dedicated to improving lives in greater St. Paul and beyond through direct service, community building and research. Wilder identifies critical unmet needs and uses its expertise to innovate and promote solutions that work to improve the lives of individuals, families and communities. Wilder Programs provide direct services that build hope and resiliency for children and families including mental health, education, housing, social adjustment, early childhood and aging offerings. Wilder Center for Communities builds community capacity through leadership development programs, community initiatives and collaborations that bring people together to solve complex social challenges. Wilder Research studies evidence and provides applied and practical research in the field of human services. For more information about Amherst H. Wilder Foundation please visit: www.wilder.org.

Position Summary

Reporting to the President and CEO, the Director, Executive Office collaborates with the Foundation’s leadership, Board of Directors and external stakeholders to advance the mission of the Foundation. The Director, Executive Office assists the President/CEO in working most effectively with internal and external stakeholders, serves in an officer capacity as the Assistant Secretary to the organization and oversees and manages the support needs of the Board of Directors. The Director, Executive Office also provides assistance to the President in developing and implementing strategy and communications, provides leadership for special Executive Office projects, and serves as a member of the Foundation’s Executive Team.

Reports to:	President/CEO
Direct Reports:	Executive Assistant to President/CEO
Other Key Relationships:	Vice President, Finance, Administration & CFO Vice President, Programs for Economic Stability and Aging Services Vice President, Programs for Community Mental Health and Wellness Vice President, Wilder Center for Communities Vice President, Advancement Executive Director, Wilder Research Amherst H. Wilder Foundation Board of Directors
Position Location:	Saint Paul, Minnesota

Candidate Requirements

- 4-6 years of management experience, including executive level and Board of Directors support
- Bachelor’s degree
- Excellent communication skills and competencies, especially writing
- Knowledge and experience in the nonprofit sector
- Strong planning, organizing, and project management skills
- Ability to prioritize competing organizational priorities with sound judgement and action

- Understanding of strategic planning and strategy management
- Strong technical and administrative skills, especially computer skills
- Culturally competent and responsive to the needs of the community and staff
- Knowledge of financial planning and budgeting
- Excellent relationship management skills
- Strong supervision skills

Key Responsibilities

Operations Management: *Delegate and execute work; develop and implement infrastructure and systems that support service delivery*

- Serve as the Assistant Secretary to the Corporation. Oversee and manage all aspects of the support needed to ensure that the Foundation's Board of Directors and related Committees are functioning according to the Articles and By-Laws of the Foundation, state statutes governing nonprofit corporations and are meeting or exceeding governance best practices. Identify high priority topics for board input for consideration by the Chair of the Board and President/CEO and draft agendas for Board of Directors meetings. On behalf of the Secretary of the Board of Directors, maintain record of actions and attendance. Draft documents and conduct research as requested by the Board and related Committees. Develop and maintain relationships with Board of Director members and act as principal contact person. Collaborate with Director of Compliance as needed to identify and develop needed Board policies as required by regulatory agencies. Manage internal Board related processes, engaging senior leadership as needed and providing logistical guidance to senior leadership and others when action is needed by the Board of Directors to further the work of the Foundation.
- Provide leadership and direction to administrative support services for the Executive Office. Oversee the development and implementation of procedural systems and develop/implement new processes to improve efficiency of workflow. Initiates and secures contracts on behalf of the Executive Office to advance strategic work for the President. Manage external consultants to complete required work.
- Assist the President with organizational design and restructuring efforts, including writing and drafting executive communications.

Strategy Management: *Develop and implement the vision and strategy for services; plan and organize work relevant to core and strategic priorities*

- Work closely with the President to facilitate the efficient oversight of the Foundation. Contribute to the formulation of the Foundation's overall strategies by providing briefings and inputs requiring review or decision by the President/CEO. In consultation with the President/CEO, lead the effort to have disciplined processes to create and track progress against Foundation priorities. On behalf of the President participate in and manage support of key Foundation-wide decision making bodies aligned with the strategic and core priorities of the Foundation and President.
- Assist with strategy identification, prioritization of annual work plans, and evaluation.
- Lead and manage special projects on behalf of the President to assess, plan, and implement strategies, actions, and activities to achieve special short-term strategic goals through the Executive Office. In consultation with President, develop timeframes for projects and desired outcomes. Identify and secure needed resources to complete projects. Effectively communicate progress and issues to the President.

Stakeholder Management: *Develop and manage internal and external stakeholder relationships and partnerships*

- Serve as liaison to the Office of Advancement to ensure alignment of President's vision to key Foundation stakeholders and internal Foundation-wide work. Represent the President and the Executive Office at assigned events and meetings.
- Meet regularly with the President to keep abreast of important issues in the Foundation. Monitor and prioritize Executive Office issues that require the prompt attention of the President. Provide support to the President related to highly confidential and complex matters affecting the Foundation. Serve on appropriate staff committees or action teams requiring Executive Office participation.
- Confidentially manage Executive Office communications to key stakeholders, including Foundation staff, and work closely with the Communications Office to position the Wilder Foundation and its key work on mission-related activities to be consistently positive.
- Facilitate and support the communication of executive team and others with the President/CEO. The Executive Services Director will support the needs of the executives and other staff in their ability to raise critical issues with the President/CEO in order to receive needed responses, guidance and decisions.

Talent Management: *Recruit, develop and manage employees, volunteers or interns in ways that engage talent and maximize effectiveness*

- Supervise support staff, serving in special capacity to step in as needed to give work guidance to those who support Board committees
- Work with the President to foster a positive and productive work place for teams and key leaders that require support and/or representation from the Executive Office so that Wilder can be a great place to work.
- Proactively engage and assist the President in identifying ways to appreciate, recognize, and promote the leadership of Wilder employees.
- Develop and maintain a diverse workforce, and develop the cultural competence of all employees. Manage in ways that maximize the potential of all workers by assuring sensitive and respectful treatment by and toward all employees. Create and maintain a work climate which is inclusive and bias free.

Financial Management: *Manage a financial plan, strategy or budget to ensure appropriate use of financial resources*

- In collaboration with the President/CEO and Financial Manager assigned to Executive Office, develop and monitor the Executive Office's annual operating budget.
- Keep abreast of industry standards, legal and IRS requirements related to the work of the Executive Office.
- Work closely with the President and Budget Director to finalize budget narratives and year end reports from Foundation leaders.
- Develop project budgets as needed and update the President/CEO on a routine basis.

To apply, please send resume and cover letter to Ali Biro at abiro@lymandoran.com.



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