



JOB DESCRIPTION

POSITION:	Executive Director
REPORTS TO:	Board of Directors, through the Executive Committee
SUPERVISES:	Administrative staff, interns and volunteers
STATUS:	Full Time, Exempt

The Minnesota Environmental Fund (MEF) engages individuals and workplaces to support leading nonprofit organizations that protect, conserve and restore Minnesota's environment. Since 1991, employees in Minnesota have given over \$13,000,000 to MEF to ensure a healthy environment for future generations. MEF partners with over 100 workplaces in Minnesota, offering employee giving and employee engagement opportunities. When workplaces support the Minnesota Environmental Fund, they join a community of organizations working together to protect, conserve, and restore Minnesota's environment. From ensuring clean drinking water and conserving outdoor spaces, to supporting renewable energy and growing healthy food – we are making a difference in Minnesota.

MEF is seeking an experienced charismatic and creative leader to work with our corporate partners to maximize employee giving, expand our workplace relationships in greater Minnesota, and to engage our 25-member organizations to grow the Fund. As the key leader of a small staff, the executive director requires a can-do attitude and a great deal of energy and creativity. The ED is responsible for achieving the goals and objectives set by the board, building the workplace giving campaign and donor base, raising funds and representing the organization to a wide and varied range of stakeholders in the local business and environmental communities. Although the ED is responsible for the full range of management responsibilities, the emphasis is on developing new workplace giving campaigns and increasing participation in existing workplace giving campaigns. An affinity for preserving the environment or previous experience with environmental issues is a plus.

The Executive Director is supported by a part-time Administrative Assistant, engaged Board of Directors, and committed volunteers.

Key responsibilities include:

Workplace Giving

- Manages relationships with existing and develops new workplaces to increase employee giving and to expand MEF's workplace relationships in greater Minnesota.

Member Support

- Builds cooperative relationships with MEF's 25-member organizations to maximize workplace giving to MEF.

Board Administration and Support



- Supports the operations and administration of the Board of Directors, including strategic planning, board training and development, meeting preparation, and other duties requested by the Board.
- Implements Board policies and goals.

Organizational Management

- Provides leadership and guidance to MEF staff, interns and volunteers; assisting with annual work plans, providing training, developing strategy, etc.
- Oversees the day-to-day operations of MEF.
- Manages the organization's resources within the approved budget and ensure timely financial reporting to the Board of Directors.
- Regularly assesses organizational risks and ensures that all tax and nonprofit filings are accurate and completed on time.

Traits of the Ideal Candidate:

- Independent and capable of taking action within the direction provided
- Excellent communicator, both verbal and written
- General knowledge of the corporate community
- Understands Board/ED relationship
- Leadership experience in nonprofit management, sales, corporate giving and/or fundraising
- Excellent relationship manager, ability to manage multiple relationships
- Results-driven and focused on return on investments