



The **Executive Director** is the key management leader of Mo-Kan Regional Council. The Executive Director is responsible for overseeing and implementing the administration, programs and strategic plan of the organization. Other key duties include grant writing, fundraising, marketing, and community outreach for the ultimate purpose of promoting community and economic development in Northwest Missouri and Northeast Kansas.

The exempt position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) **Board Governance:** Works with board to fulfill the organization mission.

- Responsible for leading Mo-Kan Regional Council in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Mo-Kan Regional Council, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support Mo-Kan Regional Council's mission.

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Mo-Kan Regional Council's programs/grants that carry out the organization's mission.
- Responsible for strategic planning to ensure that Mo-Kan Regional Council can successfully fulfill its mission into the future.
- Responsible for the enhancement of Mo-Kan Regional Council's image by being active and visible in the community and by working closely with elected officials, other professional, civic and private organizations.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of Mo-Kan Regional Council operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for grant writing efforts to maximize funding opportunities.





Professional Qualifications:

- Bachelor's degree required, Master's Degree in Business/Public Administration is preferred
- Transparent and high integrity leadership
- Five or more years of senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of Mo-Kan Regional Council's strategic future to staff, board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and community groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability

Specific Job Responsibilities:

- Planning and operation of annual budget.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
- Serving as Mo-Kan Regional Council's primary spokesperson to the communities, the media and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Mo-Kan Regional Council's mission.
- Work with and assist member communities in meeting local challenges.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, funding opportunities and to increase the overall visibility of the organization throughout the State.
- Supervise, collaborate, and work with staff on all projects.
- Strategic planning and implementation.
- Research, review, and author grants for fund development.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties assigned by the Board of Directors.

Physical Requirement:

- Must be able to travel to meetings and events in the region and throughout the nation.
- Must be able to drive and/or ride long distances, including overnights.
- Must be able to sit for extended periods.
- Able to lift boxes/objects.





To Apply:

Qualified applicants should submit:

Cover Letter

Professional Resume and References

Salary history and salary requirements

To Teresa@Mo-Kan.Org



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