

**Job Title: Executive Director**  
**Reports to: Board of Directors**  
**FLSA Wage/Hour Status: Exempt**  
**Date Revised: 01/05/14**



## **JOB DESCRIPTION**

**JOB SUMMARY:** The Executive Director fully participates as a team member in a comprehensive approach to meet the Organization's mission and vision by:

- Managing WAM-BC's technical assistance, micro-loan financing, and incubator programs.
- Understanding diversity issues and creating a supportive system for people to become more self-sufficient.
- Developing and maintains strong partnerships, collaborations and networks with other service providers, funding sources, government agencies, and other relevant organizations to meet the needs of the participant populations and the community.
- Presenting the Organization, its staff, participants, programs and services to the community in order to elicit maximum support.
- Recognizing and advancing minority and low-income entrepreneurs as economic drivers in the future success of the Willmar Area.
- Promoting, retaining and expanding existing businesses in Willmar Area.
- Coordinating resource development and writing grants.
- Facilitation of additional opportunities as observed

### **ESSENTIAL JOB FUNCTIONS:**

- Review all decisions to assure consistency with Organization mission, vision, core values, and strategic plan.
- Keep the Board of Directors informed about program operations and other related information; be open to input by other leaders involved with Organization.
- Provide leadership in implementing the Organization's Strategic Plan.
- Engage in setting Organization-wide direction, policies, procedures and decisions.
- Work closely with others to explore/expand/implement cross-functional programmatic activities.
- Stay current about new ideas and current trends among the Agency's type of organization and seek advanced training to improve job skills.
- Responsible for developing a fundraising strategy and working with a fund development team to identify funds needed, preferred funding targets, and approaches.
- Assist in developing budgets for large grants.
- Coordinate, prepare and submit performance/financial reports on grants and awards.

- Develops and maintains strong partnerships, collaborations and networks with other service organizations, government agencies, and other relevant organizations to achieve the goals of WAM-BC and its programs.
- Facilitate an assessment of short term and long term space/facility needs.
- Oversees property management, capital improvements and incubator tenant(s) needs.
- Performs other related duties as requested and assigned.

**MINIMUM QUALIFICATIONS:**

- Five years of experience in economic and community development along with three years of responsible administrative experience in a managerial position.
- Bachelor's degree in business administration, finance, economics, nonprofit management, or related field.
- Experience working with culturally, linguistically, and economically diverse communities.
- Bilingual (English/Spanish or English/Somali) preferred.
- Experience and ability to effectively and efficiently manage multiple tasks simultaneously.
- Must have excellent oral and written communications skills.
- Must have basic computer skills and know how to use basic computer software such as Microsoft Word and Excel.

**WORKING CONDITIONS:**

- Normal office working conditions with the absence of disagreeable elements.
- Work may require long hours including early morning, evenings, and weekend activities.
- Business travel is required.

For additional information please contact:

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Willmar Area Multicultural – Business Center  
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