



EXECUTIVE DIRECTOR CRADLE 2 CAREER POSITION PROFILE

SUMMARY:

Cradle 2 Career is an early-stage, community-wide collective impact initiative that is fiscally sponsored by Rochester Area Foundation. Rochester Area Foundation contracts with United Way of Olmsted County to administer the program. Cradle 2 Career is doing innovative work to solve the educational achievement gap in Rochester, MN, with the intent to expand.

We are seeking a strategic and innovative leader to manage a talented team of three full-time individuals, several revolving internships, and numerous volunteers to shape and implement this important work.

This role resides in Rochester, Minnesota and is seen as a pivotal community leader in the work improving educational equity. United Way of Olmsted County, Cradle 2 Career and Rochester Area Foundation are committed to advancing equity in their work.

Racism and discrimination have no place in our world, and we stand in solidarity with all those who seek equity and justice. We envision a community where everyone can participate, prosper, and reach their full potential. A community where race does not predict educational attainment, health or wealth, life or death.

We invite applications from underrepresented and historically marginalized groups. People of all races, ethnicities, sexualities, identities, and abilities are encouraged to apply.

PURPOSE: every child and young adult succeeds cradle to career, through shared purpose, alignment and accountability among community partners.

To accomplish our purpose, Cradle 2 Career provides the following:

- Professional facilitation resources to help our networks incorporate latest research and achieve uncommon results.
- Data exchange infrastructure for partners to increase shared knowledge, create evidenced-based improvement action plans and monitor collective efficacy more efficiently.
- Consultation to community upon request in areas of community engagement, educational equity and program evaluation.

THE ROLE: The Executive Director reports to a diverse and committed group of community leaders and oversees a team of skilled professionals who are passionate about assuring that all young people can achieve their potential in education and careers. An effective Executive Director is both a strategic thinker and disciplined operational manager, as well as inspiring communicator of this important work.

This full-time position resides in Rochester, Minnesota. While the organization practices workplace flexibility, including remote working options, it is necessary for this leader to reside within driving distance of the Rochester area.

ORGANIZATIONAL CULTURE:

Staff members at Cradle 2 Career describe the organization's culture as flexible, future-focused and collaborative. There is an orientation of respect for the skills and talents of each team member along with a curiosity and interest in how the pieces of the work come together. Because the staff is small, the workplace is marked by mutual respect and a care for each person's well-being. Staff members wish to continue this connected, positive culture.

ESSENTIAL FUNCTIONS:

Strategic Leadership

The Executive Director serves as the principal resource to the Leadership Table and its key committees and provides strong direction in policy formulation and interpretation. Partners with the Leadership Table and other key stakeholders to craft organizational goals and develops strategies to ensure that they are achieved.

- Build and sustain a system to ensure consistency, transparency, and long-term sustainability. Ensure the system includes voices, input and is responsive to those intended to benefit from the work.
- Manage the complex nature of multi-sector systems and collaboratives and develop with partners comprehensive solutions to address Cradle2 Career goals.
- Provide direction and support to partner organizations to align efforts on our shared goals.

Organizational Development and Planning

The Executive Director is responsible for the continuous development of key organizational resources and capabilities. The initiative currently relies primarily on grants for foundation and government sources and possesses a desire to grow into other sources of funding.

- Drive key results in resource development (fundraising).
 - Cultivate relationship with institutional funders, seek and apply for institutional grants.
 - Identify, cultivate, and solicit prospective large donors and key leaders from prospective corporate, foundation or governmental partners.
 - to leverage personal and professional contacts and relationships into fundraising opportunities.
- Develops and maintains strong organizational group facilitation capabilities to assist networks in developing and achieving shared goals.
- Develops a strong organizational data collection and analytics routines that increases Cradle 2 Career community learning and knowledge; applies insights to inform future strategies to achieve Cradle 2 Career goals.

Outreach, Communications and Advocacy

Establishes and maintains an effective system of communications throughout the partnership and the community to build and maintain a positive brand image.

- Represents Cradle 2 Career in its relationships with partners and the community.
- Responsible for all marketing and communications efforts.
- Prepares key partnership spokespersons for speaking engagements advocating for policy change.

Financial Management

The Executive Director is accountable to work with financial staff and oversee the overall fiscal management of the initiative.

- Creates annual budget, manages adherence to and provides quarterly reports to Leadership Table.

- Responsible for the operational and fiscal integrity of the organization within policies set by the Leadership Table.
- Monitor and report to the Leadership Table, funders, committees, and partners as needed in a timely fashion.

Leadership and Supervision

The Executive Director is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results.

- Lead and manage staff, directly supervising senior leadership positions.
- Responsible for Cradle 2 Career recruiting, hiring, coaching, performance management and staff development practices within United Way of Olmsted County employment policies.

CORE COMPETENCIES

Organizational Leadership

The Executive Director demonstrates strategic leadership balanced with authenticity, respect for others, and trust building within the organization, with the Leadership Table and other stakeholders. Proactively drives an organization to a higher level of performance, efficiency, and growth through inspiring action and commitment for best results.

- Understands that people are the engine that moves organization forward; Allocates time for developing, coaching and mentoring senior leaders and employees in key roles, and top performing talent; Simplifies, inspires and motivates everyone to be focused on a shared organizational cultural values, goal and vision.
- Ensures that the right people are in the right roles at the right time; Fosters commitment, trust, and collaboration among staff, leaders and with stakeholders; Develops high-performance teams, removes obstacles to teamwork, by establishing a spirit of partnership, shared accountability, and cohesion for achieving organizational goals and the mission.
- Drives for shared accountability across organization, collaborative work to support the strategy and the customer; Fosters an inclusive workplace that supports and encourages the development of others; Supports constructive resolution of conflicts; Encourages collaboration with other Strive Together communities.
- Executive communication and presence; Expresses ideas clearly and uses language to build common understanding; Is visible and proactively creates trust and connection with others.
- Champions change and effectively manages the implementation of new ideas and new ways of conducting business.

Critical Thinking and Problem Solving

Ability to address and overcome complex issues to achieve desired results.

- Develops criteria for making decisions.
- Carefully considers alternatives and consequences when making choices.
- Uses and translates data to create clear objectives and action plans.
- Synthesizes information and interacts in a positive way to get to a solution.

Collaborator

The Executive Director understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

- Builds consensus and support with diverse stakeholders by exchanging information, identifying mutual interests, suggesting collaborative approaches and/or offering compromises.
- Demonstrates coalition-building skills with the ability to explain, advocate and articulate facts and ideas in a persuasive.

- Values inclusiveness and models cultural sensitivity and competence; brings diverse groups and points of view “to the table” and to the common agenda.
- Ensures staff engages in discussion with external constituents to fully understand and respond to their needs, concerns and aspirations. Treats others with respect and dignity. Actively listens to diverse input and contributions.

Influence in the Marketplace

The executive director has growth mindset, builds and cultivates network of relationships, is influential and leverages Cradle 2 Career position to proactively increase visibility, reputation, and success in resource development.

- Is innovative, comes up with fresh perspectives, ideas that create value for the organization in the marketplace; Explores coming innovations, accompanying opportunities and challenges; Utilizes innovation mindsets and digital platforms to individually engage with partners, community members and donors.
- Actively seeks and nurtures new relationships with diverse range of organizations and individuals to increase Cradle 2 Careers ability to improve educational outcomes.
- Increases and protects the reputation and brand of Cradle 2 Career in the marketplace and community; Raises awareness of the mission and impact strategies to increase revenue.
- Understands and operates effectively within the environment of Cradle 2 Career, Strive Together network and the community; Uses political awareness to determine how best to get things done; Formulates, communicates, and advocates in an ethical and diplomatic manner.

REQUIRED QUALIFICATIONS

Candidates could come from a variety of backgrounds: a senior leadership role of an educational institution, related nonprofit organization, private sector or business enterprise. The Executive Director will need to possess the expertise required to lead an organization focused on convening stakeholders and earn the respect and trust from educators, administrators, community leaders, etc. (both public and private). The Executive Director will need to build consensus among other diverse professional, business, and community stakeholders to be the leading resource for systemic change throughout the community.

1. High level of credibility within a community setting and educational leadership by virtue of demonstrated capacity to lead, commitment to collaboration and passion for excellence.
2. Capable public speaker and committed to effective communication at all levels, across all sectors.
3. Capacity to work with a great deal of independence and self-direction.
4. Related educational background such as bachelor's degree, master's degree, certifications or equivalent.
5. Relevant work experience, including supervision of individuals and teams in a fast-paced, growing organizational environment.

PREFERRED QUALIFICATIONS

1. Experience with board policy governance style of management (**Carver**) a plus.
2. Advanced planning skills including a demonstrated ability to think strategically on both an organizational level and systemic level over a multi-year horizon.
3. Strong orientation on the use of data and ability to oversee complex reporting and shared measurement systems.

4. Demonstrated experience with change management and project management.
5. Experience working with organizations or systems with a focus on equity and inclusion.
6. An understanding of Collective Impact as the means to organize multiple partners working towards shared outcomes.
7. Experience securing funding.
8. Strong work ethic and good sense of humor.

COMPENSATION: The annual salary for this position is **\$80,000-\$90,000** along with participation in the comprehensive benefits program at United Way of Olmsted County.

ROCHESTER, MINNESOTA. Rochester, Minnesota's third-largest city, appears frequently on rankings of the country's [most livable cities](#). Factors such as civic engagement, affordable housing, a strong regional economy and great education options have helped the community stand out for years. Rochester is home to the world-renowned Mayo Clinic, Minnesota's largest employer and the worldwide leader in medicine.

For more information about the Rochester area please see two great local websites provided by Destination Medical Center at www.dmc.mn and Rochester Area Economic Development Incorporated at <https://www.raedi.com/living-here.php>.

HOW TO APPLY:

We welcome and encourage candidates reflective of BIPOC and LGBTQ communities to apply. ***This search is moving quickly, and we would like to receive applications by end of day, February 16, 2022.***

To apply, please send a description of your background and brief letter of introduction to ZeniA@uwolmsted.org.