



Job Description – Executive Director

THE ORGANIZATION

[Children First's](#) North Star goal is for all people and organizations in the near western suburbs of Minneapolis to be knowledgeable, strategically aligned and actively involved in increasing positive outcomes for our children and youth, ensuring that they feel included, valued and deeply connected to our caring community.

Children First's data-informed, cross-sector cradle-to-career partnership closes the race, ethnicity, gender and economic opportunity gaps so that all children in our service area can realize their brilliance. Our partners work collectively to improve the success of youth and enrich the talent pipeline in our community. This position is critical to the success of our mission. Children First is supported by our national network of educational partnerships, [StriveTogether](#), and by our state network, The [Educational Partnership Coalition](#) (EPC).

PRIMARY RESPONSIBILITIES

Community catalyst promoting economic mobility for children, youth, and young adults. Understands the importance of leading from different vantage points and building social capital. Balances the work of the initiative with the need to secure funding for its continued success.

1. Board of Directors Governance: Works with the Board of Directors to fulfill the organization's mission.
 - Responsible for leading Children First in a manner that supports and guides its mission as defined by the Board of Directors.
 - Responsible for communicating effectively in a timely and accurate manner, all information necessary for the Board of Directors to function properly and make informed decisions.
2. Fund Administration – Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for fiscal integrity of Children First including developing an annual budget and sharing monthly financial statements with the Board of Directors, accurately reflecting the financial condition of the organization.
 - Oversee fundraising strategy to secure Children First's annual budget which includes but is not limited to annual fundraising breakfast, event sponsors, grants, and individual donations.
 - Responsible for fiscal management that anticipates operating within the annual budget, ensures maximum resource utilization and maintenance of the organization's financial position.
3. Organization Mission & Strategy: Works with Board of Directors, community partners and volunteers to ensure that the mission is fulfilled through strategic planning, programs and community outreach.
 - Responsible for guiding strategic planning to ensure Children First can successfully fulfill its mission.
 - Responsible for creation and implementation of tools to help carry out the Children First mission.
 - Oversee evaluation. Collect data on a regular basis tracking results to inform the work of Children First.
 - Responsible for maintaining needed documents and submissions to the StriveTogether national network of Educational Partnerships and the Minnesota Department of Education (MDE).
 - Responsible for building and maintaining relationships and work plans tied the Minnesota Educational Partnership Coalition (EPC).

4. Volunteer Administration: Recruits, trains and engages volunteers in working toward fulfilling the Children First mission.
 - Work with the available support framework in developing curriculum and conducting training of volunteers.
 - Help Children First volunteers succeed in their role of spreading the message and work of Children First.
5. Marketing/Outreach: Develop a plan for marketing and community outreach that supports the Children First mission.
6. Organization Operations: Oversees and implements to ensure that the operations of the organization are appropriate.
 - Responsible for day-to-day operations of the organization.
 - Responsible for securing interns and contractors.
 - Responsible for signing agreements and documents on behalf of the organization.
7. Community Connections
 - Publicize Children First efforts throughout the community
 - Work with school districts and municipalities on communication opportunities through website, social media, email, newsletter, or other methods.
 - Develop printed materials for Children First.
 - Draft letters, memos, flyers and correspondence as needed.

CANDIDATE PROFILE

We recognize that there is a spectrum of experience that will set candidates up for success in this role. While no one candidate will have every experience outlined in the position description, ideal candidates will have display the following professional and personal qualities, skills, and characteristics:

QUALIFICATIONS

- Bachelor's degree.
- 3 years of relevant experience in an educational partnership, youth-centered organization, or related environment.
- High-level leadership experience, demonstrated through a record of transparency, accessible presence in the community, independence, and self-direction.
- Strong commitment to the expectation that children growing up in our service area can succeed in academics and in life.
- Strong organizational abilities including planning, program development, and task facilitation.
- Excellent communication skills, orally, electronically and in writing.
- Experience as a group facilitator and staff liaison to community groups.
- Ability to build and maintain solid and collaborative community connections by engaging across a diverse array of community leaders, members, organizations and donor groups.
- Experience developing budgets and managing funds.
- Experience successfully researching funding opportunities and securing grants.
- Experience managing donor and funder reporting obligations, managing contracts, and evaluating outcomes.
- Ability to maintain a flexible schedule, working evenings and weekends as needed.
- Computer experience including word processing, spreadsheet, presentation software, and Google Suite applications.
- Valid driver's license.
- Criminal background check required.

PREFERRED QUALIFICATIONS

- Five years' experience in program implementation of similar scope and/or in the education sector as an educator, administrator, or similar; or master's degree plus three years similar experience.
- Public speaking experience.
- Experience leading data-driven system change.
- History of successful fundraising and development activity.
- Educational partnership experience or interaction.
- Familiarity with the Strive Together network.

TERMS OF EMPLOYMENT

- 12-month, full-time, at-will employment: This is an exempt, salaried position and the Executive Director is expected to work sufficient hours to achieve the organization's strategic priorities. Typically, this is a 40-hour per week schedule. Occasional evenings and weekends may be required.
- Location: Children First office near the St. Louis Park High School. Remote work as needed/desired.
- Supervisor: Chair of the Board of Directors.
- Need access to reliable transportation for travel throughout the west metro area.

CHILDREN FIRST'S EEO STATEMENT

As an equal opportunity employer, Children First is committed to a diverse, multicultural work environment. Children First does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation.

COMPENSATION AND BENEFITS

Salary: \$100,000-\$130,000 per year based on years of overall experience and years of experience in educational or education adjacent fields. As the organization and organizational budget grows, the board of directors plans to increase all staff compensation in a commensurate manner.

Benefits:

- Health Insurance
- Dental Insurance
- Life Insurance (3x annual salary)
- LTD Insurance
- Cell Phone Contribution \$100/month
- Mileage Contribution \$150/month
- Professional development allowance \$2,500/year
- PTO of 25 days/year
- 11 Holidays, in addition to PTO

Apply: Send all inquiries, resumes, CVs to info@children-first.org

Deadline: This posting will remain open until filled. Our intention is to have this position filled by approximately February 1st, 2026, but it may be filled earlier or later depending on the pool of applicants.