



Position Announcement: Executive Director

Salary: \$80,000 - \$90,000 - plus benefits

ABOUT SAINT PAUL NEIGHBORHOOD NETWORK

Saint Paul Neighborhood Network (SPNN) is a community media and technology center that provides the tools and training for youth, adults, and nonprofits to use media and technology to tell stories and gain job skills. Our talented staff provide programs and classes to help youth and adults learn media-making and storytelling skills and our cable channels and social media are a platform to share those stories with local communities.

SPNN's cohort-based documentary programs provide access to industry standard tools and training for filmmakers and media artists with beginning through advanced skills. Our Community Technology Empowerment Project (CTEP) AmeriCorps program places up to 35 AmeriCorps members throughout the Twin Cities in nonprofits, libraries, and workforce centers to teach basic digital literacy and job search skills. We also partner with other organizations to create video content in the field and in our on-site television studio to ensure coverage of local events and provide valuable civic content.

SPNN has been creating intentional media programming for the Twin Cities with a focus on BIPOC and LGBTQ+ communities since 1984. Our mission is to empower people to use media and communications to make better lives, use authentic voice, and build common understanding. SPNN has a current budget of just under \$2 million, 11 staff, 10 AmeriCorps members, and 9 Board members. More information at spnn.org.

POSITION OVERVIEW

The Executive Director reports to the SPNN Board of Directors and leads a team of three direct reports - Deputy Executive Director/Director of Programs, Director of Production and Facilities, and Director of the Community Technology Empowerment Project.

As a community-based organization, we are acutely aware of the impact of race, gender, and power dynamics in both our internal leadership structures and how we show up for the people we serve. As such, we are seeking a leader who maintains an awareness on how they wield their power and how it flows through the organization. We are seeking a leader who is always ready to provide "the why" behind decisions and is accessible to employees at any level. This leader will support horizontal and collective decision making when possible, and understands that workplace behaviors and preferences they model will impact all staff and organizational culture.

PRIMARY AREAS OF RESPONSIBILITY

Strategy & Planning – Lead development and implementation of a long-term strategy that is fiscally sustainable and aligns with SPNN's mission, vision, and goals, while incorporating feedback and input from stakeholders.

Board Governance – Develop, maintain, and support a strong and active Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction.

Development and Revenue Generation – Generate new revenue through business development, foundation grants and individual giving.

Community Engagement and Relationship Building – Build and maintain relationships with external stakeholders including members, funders, partner organizations, and elected officials. Be an effective spokesperson and front facing leader of the organization.

Operations – Collaborate with the Deputy Executive Director and leadership team to ensure effective operations and cultivate an effective, supportive, and dynamic work environment to attract, retain and motivate a diverse staff of talented individuals committed to the mission of SPNN and the community it serves.

DESIRED QUALIFICATIONS

The ideal candidate will be grounded in the Twin Cities community with a proven track record as a leader and coalition builder. They will bring an empowering management and leadership style, an interest in community media and technology, and a passion for the communities and mission of SPNN. Desired qualifications include:

- Demonstrated strong management and/or leadership experience, preferably in the nonprofit sector.
- Proven track record of fundraising and revenue generation.
- Understanding or interest in community media and technology efforts.
- Demonstrated ability to effectively interact, communicate, and collaborate with people from a wide range of cultural, ethnic, and socio-economic backgrounds.
- Experience in community engagement, understanding of the immigrant and refugee experience or paths to citizenship, and ability to work with culturally diverse communities.
- Understanding of nonprofit finance, accounting and budgeting with a preference for skills in analysis and forecasting.
- A general understanding of board governance; ability to engage in collaborative decision making with board and staff.
- Experience with, and effective in, serving as a public spokesperson, storyteller, and advocate for an organization or cause.
- Humility, openness, and a sense of humor.

HOW TO APPLY

Position will remain open until filled with applicant screening beginning on April 12, 2023.

Send a cover letter and resume as one .pdf document to hannah@mightyconsulting.org. Contact Roger Meyer at roger@mightyconsulting.org or 651-338-5318 to learn about the position.

SPNN is focused on building a diverse and inclusive workforce. If you're excited about this role but do not meet 100% of the qualifications above, we encourage you to apply. St. Paul Neighborhood Network seeks to foster equal opportunity for all to obtain employment, education, public accommodation, and access to telecommunications without regard to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, veteran status, class, mental or physical disability, or status with regard to public assistance and strictly in accord with their individual merits as human beings. Alternate formats of this document are available upon request.