



Executive Director
Part-Time Contract Position

Training to Serve (TTS), a Minnesota based not for profit affiliated with the Metropolitan Area Agency on Aging, is seeking a part-time contractual Executive Director to lead the organization. TTS formed in 2009 to provide education, tools and resources to improve the quality of life of LGBT people as they age. The consulting Executive Director works collaboratively with the Board of Directors to provide strategic direction and administrative management to maximize the ability of TTS to meet its mission.

Requirements

1. An undergraduate degree in relevant field, graduate degree highly recommended.
2. Experience with not for profit management including: Board coordination, fundraising/development, marketing, business management, accounting, and legal/policy.
3. Experience with the work of TTS including one or more of the following: training, health care, social services, senior service delivery, LGBT community or aging population.
4. Experience with curriculum/training development and implementation.
5. Experience in leading marketing strategies including coordination of material development, website content management system, Facebook, and Constant Contact.

Duties

1. Regularly attend board meetings and important related meetings (including an annual campaign event, benefit in May, and training/strategic planning).
2. Manage collaborating consultants and volunteers.
3. Develop and lead annual evaluation and planning efforts.
4. Oversee product (training) development.
5. Lead agency relationships with external stakeholders within the LGBT community and the aging services provider network.
6. Lead fundraising for the organization including coordinating the annual benefit, donor relations, and annual campaign mailing.
7. Track policy and legislation

Collaborative Team

The TTS Executive Director works closely with the Board of Directors as well as a team of consultants and volunteers including TTS' Education Director, administrative support, and graphic designer.

Benefits

1. Participate in a groundbreaking systems change initiative that ultimately impacts care.
2. Enhance leadership and development skills.
3. Develop meaningful relationships with a diverse group of committed individuals including advocates, donors and professionals.

4. Flexible work schedule.
5. Annual contract starting at \$30,000 with option to increase based on strategic direction and expansion of work. Benefits are not provided in this contractual relationship.

For more information about this position, contact Rajean Moone, TTS' Executive Director at rajean@trainingtoserve.org or (651) 235-0346.