

Position Descriptions - East Bde Maka Ska Neighborhood Association

All board members are required to be on time and present at monthly board meetings, participatory in a minimum of one committee, supportive in organizational events and initiatives, and to make the East Bde Maka Ska Neighborhood Association (EBMSNA) a key component of their giving initiatives for the current year. Aside from acting as a positive role model and leader as a representative and spokesperson for the neighborhood, acting in a good-faith, honest, positive, and supportive nature are pillars on which the organization will commit to operating from at all times.

GENERAL BOARD SEAT

As a general board member, this position is stepping up to lead, engage, and drive key initiatives that are developed within committees and support them at the board level for development and implementation. This role requires active participation in a working committee, participation and support of all fundraising efforts, willingness to engage in actionable work to move initiatives forward, and to act as support/leaders within the neighborhood to ensure the organization's success and impact. As a general board member, this position should expect a minimum commitment of 2-4 hours of meetings, events, and communication a month. Proven qualities for a successful engagement as a board member include, but are not limited to: positive can-do attitude, commitment to the success of the neighborhood and organization, creative problem solving skills, excellent communication skills, and dedication to actively cultivating a healthy and happy community in which to live, work and thrive.

SOCIAL & ENGAGEMENT COMMITTEE CHAIR

This role is the life of the party and is responsible for coordinating and implementing the fun social engagements that the organization puts on for our community. These events are both social and developmental focused and are aimed to effectively grow both community engagement and participation along with meeting mutually agreed upon fundraising goals through events. As a leader for this committee, the right candidate for this role will need strong organization, mobilization, and implementation skills. They will be delegating duties towards successful execution of events and strategies to their committee and leading individuals towards strong collaborative success. This position requires about 3-4 hours a month between planning, documentation, meetings, and events.

LIVABILITY COMMITTEE CHAIR

This position heads one of the most popular committees of the organization. By nature of what we do, this committee tackles a great deal of topics, needs, and initiatives that directly impact the way residents live in the neighborhood and how the neighborhood is positioned successfully in the region. This individual will be leading sub-committees, meetings, initiatives, and guiding actionable strategies that offer resources, information, and successful implementation to best serve neighborhood residents. The right candidate will possess strong communication, organization, leadership, and implementation skills. Time commitment for the successful execution of this role will be 3-4 hours a month.

FUNDRAISING & DEVELOPMENT COMMITTEE CHAIR

This new role will be heading up the fundraising segment of the organization and will be working collaboratively with the entire board and existing committees to ensure successful development, planning, and execution of the organization's fundraising strategy. Past fundraising experience is preferred, though not required. Successful candidates for this position will possess a positive can-do attitude, proven leadership skills, creative thinking skills, and past event-planning experience. This role will be responsible for growing, leading and managing a team of committee members to drive and execute initiatives within the annual development plan. Time commitment for this role will be 3-4 hours a month.

OFFICERS & STAFF

PRESIDENT

Vision and guide are the two words one would use to describe this role and position. As the point person for the organization, this role will drive forecasting its growth and direction along with building the relationships that facilitate that success. Key elements for success in this role include, but are not limited to: relationship management, financial proficiency, organizational leadership, vision-casting, business development, and creative problem solving. Time commitment for this position will total about 3-6 hours a week which includes meetings, planning, developing strategies, partnering with others to enact effective results towards organizational success.

VICE PRESIDENT

Support and balance would best describe this role in the organization. While in some cases, the acting VP for an organization is merely there to step into the role in the absence of the President, this role is pivotal to the success of the organization in that it offers an objective balance of resources, accountability to key strategies for the organization, and effective support of necessary leadership to successfully roll out goals and objectives for the organization and community. Time commitment for this position will total about 2-4 hours a week which would include meetings, planning, supporting strategic initiatives, and partnering with others to assist in implementation of key strategies towards organizational success.

TREASURER

As the gatekeeper and tracker of the organization's financial landscape, this position should have proficient experience in accounting and financial strategies. A bonus would be to have this experience in a non-profit sector. By working closely with the board and staff, this position is responsible for advising and supporting actions that would drive self-sufficiency, profitability, and organizational sustainability. The Treasurer is also responsible for preparing, presenting and overseeing the annual budget along with working with the Coordinator to ensure compliance with our financial policy. This position will also work closely with our Development Chair to support fundraising efforts and drive a healthy organizational financial plan. Time Commitment for this role will total about 1-2 hours a week which includes meetings, data entry, planning, partnering with key stakeholders towards successfully driving the organization's financial health.

SECRETARY

The master keeper of all the organization's information, data, and communication. The Secretary's duty is to log, organize, and execute effective communication strategies and campaigns that set the organization up for success. This role should be proficient with digital communication platforms and tools, high level organizational skills, and proven experience in effective communication strategies with diverse audiences. This position is considered part of the Executive Committee. Time commitment for this role is about 1-2 hours a week which includes meetings, documentation, implementation, and follow-up with key stakeholders.

NEIGHBORHOOD COORDINATOR

This PT, 13 hrs/week position is the sole paid staff and a critical part of the organization's success. EBMSNA depends on the Neighborhood Coordinator to provide administrative support and facilitation in the planning, communications, implementation, bookkeeping, and overall execution of the organization's internal and external strategies and initiatives. They are also the organization's liaison to government representatives, surfacing neighborhood issues to those who can create change, securing guests for meetings and events, and reporting regularly to the City of Minneapolis Neighborhood & Community Relations Department (NCR), which currently provides most of the organization funding. This role works in tandem with the organization's Executive Committee to strategize effective initiatives to reach (or exceed) fundraising goals and engagement goals through a multi-faceted approach.