Executive Director Job Posting

Job Type: Full-Time (32 Hours/Week)
Work Location: Hybrid/Flexible Work Environment
Reports To: Board of Directors
Salary Range: $100,000.00 - $125,000.00

About Us

Access North Center for Independent Living is a nonprofit organization dedicated to promoting independence, self-determination, and equal opportunity for people with disabilities. We provide advocacy, independent living services, community education, and support throughout Northeastern Minnesota.

Position Summary

Access North is seeking an experienced, mission-driven Executive Director to provide strategic leadership and oversee all aspects of organizational operations. The Executive Director serves as the chief executive officer of the organization and is responsible for staff leadership, financial management, fundraising, grant administration, community partnerships, advocacy, and strategic planning.

This is an exciting opportunity for a collaborative leader who is passionate about disability rights and committed to advancing the Independent Living Philosophy.

Primary Responsibilities

Leadership & Operations

- Lead the overall management and daily operations of the organization.
- Supervise, support, and evaluate staff.
- Implement Board-approved policies and organizational goals.
- Develop and enhance programs and services that meet community needs.
- Foster a positive, inclusive, and collaborative workplace culture.

Financial Management

- Develop and manage the annual operating budget.
- Monitor organizational finances and fiscal systems.
- Manage grants, contracts, and funding requirements.
- Provide regular financial reports to the Board of Directors.

Fundraising & Grant Development

- Lead fundraising and resource development efforts.
- Research and pursue grant opportunities.
- Write and manage grant proposals and reports.
- Build relationships with funders, donors, and community partners.

Advocacy & Community Engagement

- Serve as a spokesperson and advocate for disability rights and independent living.
- Build partnerships with government agencies, service providers, community organizations, and stakeholders.
- Promote community awareness of disability issues and Access North's services.

Strategic Planning

- Lead strategic planning and organizational development efforts.
- Establish measurable goals and outcomes.
- Monitor organizational performance and continuous improvement initiatives.
- Report regularly to the Board on programs, finances, and operations.

Qualifications

Required

- Master's degree in Business Administration, Management, Human Services, or a related field and at least 2 years of administrative leadership experience; OR
- Bachelor's degree in a related field and at least 5 years of administrative leadership experience.

Preferred

- Experience leading a nonprofit or human services organization.
- Knowledge of disability rights, disability services, and the Independent Living Philosophy.
- Experience with budgeting, grant management, fundraising, and staff supervision.
- Strong leadership, organizational, interpersonal, and communication skills.
- Ability to build effective relationships with community stakeholders, funders, and board members.

Why Join Access North?

- Flexible work environment with hybrid and remote work opportunities.
- 32-hour workweek supporting work-life balance.
- Opportunity to lead a respected organization making a meaningful impact in the disability community.
- Collaborative and mission-focused team culture.

Physical & Work Requirements

The successful candidate must be able to perform the essential duties of the position with or without reasonable accommodation. Travel within the service area is required. Occasional evening meetings and community events may be necessary.

Equal Opportunity Employer

Access North Center for Independent Living is an Equal Opportunity Employer. We strongly encourage applications from people with disabilities and individuals from diverse backgrounds. Reasonable accommodations are available throughout the hiring process and employment in accordance with applicable law.