Job Description
Co-Executive Director / Director of Development

OVERARCHING ROLE AND BACKGROUND
STLF operates in a shared leadership structure called the Core Model, which requires compromise, trust, and equal voice. This leadership style utilizes a roundtable approach toward discussion and decision making. Part of this role (Co-Executive Director) makes you one part in a team of three people. Together as a unit (a Core), you collectively make decisions regarding the overall strategic vision, direction, and charge of the organization. Additionally, you will serve a functional, more specialized role (Director of Development). The other Co-Executive Directors’ additional roles are:

- Director of Operations and Finance
- Director of Marketing and Human Resources

Aligned with this collaborative leadership approach, there are shared responsibilities within both your Co-Executive Director and Director of Development roles. These responsibilities will be shared with your Core or with other office staff. The Core Model is designed to be highly supportive and challenging. There will be a high level of support from other Co-Executive Directors throughout the flexible transition period of 6 or more months.

The majority of this role’s time is dedicated to development. Development equals approximately 33% of STLF’s overall budget. There are high goals, expectations, and responsibilities within this role, specifically in development. This position is responsible for the organization’s success and longevity in development.

CO-EXECUTIVE DIRECTOR RESPONSIBILITIES
Responsible for organizational strategic planning, accountability, and decision-making. Responsible for the overall functioning and longevity of the organization. Management of all daily duties and tasks. Responsible for communicating and managing area-specific cores of people that contribute to the completion of tasks and programs. Oversees the execution of all programming. Assesses needs and ensures that program objectives are met. Holds responsibilities and accountability to the Board of Directors.

DIRECTOR OF DEVELOPMENT RESPONSIBILITIES
Develop and implement a comprehensive annual and long-range plan for development/fundraising. Identify, prioritize, cultivate, solicit, and steward donors. Recruit, organize, and train volunteers as needed to support fundraising efforts. Serve as effective spokesperson for the mission and value of STLF to donors and prospective donors. Accountable to the Development Committee, Board of Directors, and Core.

JOB EXPECTATIONS
This is a demanding position that requires time and energy beyond the description listed. You will be asked to contribute to and fulfill areas outside of your primary role. Additional expectations are:

- 30% in office, 70% traveling (for development-related activities)
- Working five or more weekends, per year
- Attendance at Summer Retreat/Annual Meeting (August)
- Attendance at additional College Trainings, as needed
- Participation in at least one full STLF program
- Potential communication and support with College Chapters, serving as National-Chapter Contact
- Fill in as leader and attend STLF programs, as needed
- Organize and lead committees related to job description, as needed
COMPETENCIES
STLF hopes to recruit talent that reflects the culture, mission, and values of the organization. A major component of STLF is a leadership structure called The Core Model, which promotes shared responsibilities and a team-approach. Below are the competencies each staff member will be expected to adhere to and will be reviewed on:
- Team Work
- Accountability
- Initiative
- Relationship Building/Composure
- Attitude

MINIMUM REQUIREMENTS
- College graduate
- Previous experience in youth programming
- Previous work experience (preference to 2+ years, preference to Development experience)
- Experience working with a team, preference to collective/shared leadership structures
- Involvement in college life and clubs, preference to high leadership roles on college level
- Ability to produce at least one reference related to STLF (see Job Application)
- Open to staying at STLF 4-6 years
- Ability to write and speak persuasively

DESIRED SKILLS
- Project management skills
- Relationship building and management skills
- Facilitation, speaking, and presentation experience
- Charisma, energy, and passion
- Resilience, persistence, and initiative
- Entrepreneurial experience
- Follow-through and personal accountability
- Ability to think high-level, with strategy and vision
- Experience working with and leading volunteers

PERFORMANCE REVIEW
Full performance reviews take place up to two times a year, administered by the Board of Directors. Additional checks every few months for the first year of work.

COMPENSATION AND BENEFITS
Salary is approximately $37,000 for this role. Additionally, STLF contributes 2% of salary to a Simple IRA (no contribution required from individual). Comprehensive major medical plan provided, through BlueCross BlueShield of Minnesota. Each employee receives 27 personal days (paid time off), to be used in the current Fiscal Year. For every weekend work that exceeds the expectation of five weekends, employees receive an additional day of paid time off.

TIMELINE AND PROCESS
There will be two rounds of interviewing for this role, with preference to in-person if able. You will be notified via email or phone regarding invitation and scheduling for these interviews. Interviewing will take place in January.
STLF Co-Executive Director / Director of Development Application

Applications ACCEPTED between Friday, December 4 and Friday, December 18, 2009.
Please email applications to APPLY@STLF.net, with NAME and “CO-EXECUTIVE DIRECTOR” in the Subject Line.
                  Anything via Postal Mail, address to STLF-APPLY:  619 South 10th Street, Minneapolis, MN 55404.

Personal Information
Name (first, middle, last)________________________________________________________

Current Address_______________________________________________________________

City________________________State_______Zip_________Address Valid Until___________

Phone Evening ________________________Day ________________________________

Cell Phone ________________________Email Address _____________________________

If you plan on changing your current address, please provide a permanent address:

Permanent Address___________________________________________________________

City________________________State_______Zip_______________________________

Are you authorized to work in the United States?   YES    NO
Have you ever been convicted of a crime/felony?  YES  NO
(If yes, please attach an explanation)

Educational Experience

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<th>Location</th>
<th>Degree/Diploma</th>
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High School

College

Additional

Co-Curricular Experience
Please list any activities you are involved in, outside of work. Also note any roles/leadership positions.

1.

2.

3.

4.
Employment History
Please list most recent first; may include significant volunteer work. Feel free to include additional boxed if needed.

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<th>Position Title:</th>
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<th>Dates Worked and Hours Per Week:</th>
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Do you speak any language other than English? ________________________________

Do you have any certifications (CPR, Lifeguard, etc.)? __________________________

Leadership and Personal Experiences
Please answer each question in 100 words or less. Type below, or use a separate page and attach it.

1. Name a public figure that you believe has a desirable leadership style. Why?

2. What has been your biggest accomplishment? Why?

3. How do you incorporate STLF’s mission statement and vision into your daily life?

4. Why are you a good fit for this position?

5. Why would you like to work with STLF?

Additional Attachments
At minimum, please attach your Resume. Feel free to attach items relevant to your application (cover letter, examples of work, etc). Please do not include letters of recommendation.
References
Please list the contact information of three individuals of the following criteria. We will contact them directly via email, to complete your reference.

1. Former Supervisor/Leader with knowledge of your work style and abilities
Name ________________________________ Organization/Title ________________________________
Current Address ________________________________________________________________
City ___________ State _______ Zip _________ Address Valid Until ______________
Phone Day ___________________ Email Address ________________________________

2. Peer (or younger) with knowledge of and experience with your leadership style and abilities
Name ________________________________ Organization/Title ________________________________
Current Address ________________________________________________________________
City ___________ State _______ Zip _________ Address Valid Until ______________
Phone Day ___________________ Email Address ________________________________

3. Anyone able to speak to your personality, attitude, and abilities (preference to STLF reference, if able)
Name ________________________________ Organization/Title ________________________________
Current Address ________________________________________________________________
City ___________ State _______ Zip _________ Address Valid Until ______________
Phone Day ___________________ Email Address ________________________________

*If you cannot meet these reference requirements, please explain:

All of the information contained in this application is true and correct to the best of my knowledge. I understand that submitting false or misleading statements on this application or at any other point in the selection process may lead to rejection of my application or termination from placement in STLF.

In the event of my volunteer/employment with STLF, I will comply with all the rules, regulations, and policies set forth by STLF or other communications distributed by STLF. I also understand that STLF has the right to modify its policies without giving me any notice of the changes and that STLF retains the right to terminate me from my position at any time for any reason.

I hereby acknowledge that I have read and understand to preceding statement. (Typing your name signifies an electronic signature.)

_________________________________  __________________________
Signature                          Date