



# Payne-Phalen

DISTRICT FIVE PLANNING COUNCIL

## Request for Proposal/Job Posting District Five Payne-Phalen Planning Council Interim Executive Director

### **Background and Summary**

The Payne-Phalen District Five Planning Council (District Five) exists to promote the physical, social and economic development and human dignity of people of all ages, backgrounds, cultures, and communities within its geographic boundaries. District Five is the largest of Saint Paul's 17 citizen participation districts established in 1975. Its mission is to improve Payne-Phalen neighborhoods by engaging, educating and empowering all residents in our diverse community. The Planning Council is a registered Minnesota non-profit 501(c)3 organization that is governed by a volunteer 21-member Board of Directors and staffed by an Executive Director.

The primary work of District Five focuses on land use, planning, neighborhood safety, and connecting community residents to each other, to networks, information, and resources. It represents the community's interests at city council and other city hearings. It also holds public meetings for the community to give input on local business licensing, land use, and other planning needs.

District Five is in search of a part-time Interim Executive Director, who will supervise and manage day-to-day operations of the Council, while working with the Board of Directors to create a search process for a permanent Executive Director. This position will be approximately half time (20 hours per week) and will be a contract position.

Proposals/Applicant Resumes and Cover Letters are ***due by Friday, May 27, 2016.***

The goal is to have an Interim Executive Director selected and in place by the third or fourth week of June.

### **Scope**

The selected candidate will be required to provide the following deliverables:

- Supervise current staff (outreach/administrative assistant) to fulfill the terms of all existing contracts and grants
- Manage the District Five Budget, working with the Council Finance Committee

- Prepare Council Board and Committee Agendas, working with the Board Chair and Committee Chairs
- Coordinate problem-solving for residents and business owners on current and future issues
- Consult with key community stakeholders of the organization (residents, other nonprofit leaders, business owners, elected officials, etc.) to determine and assess current and future needs and required capacity
- Work with the Board of Directors and its established Committees to identify short, medium, and long-term organizational goals
- Create a job description for the permanent Executive Director position
- Provide direction, guidance, and support to the Board for its search process for the Permanent Executive Director
- Other duties, as assigned by the Board of Directors

We anticipate this part-time position will last for 2 – 3 months from hire date.

### **Requirements**

- Knowledge and understanding of the challenges and opportunities associated with the Payne-Phalen community and District Planning Council system in Saint Paul
- Successful experience in an executive or top managerial position, with a proven track record of accomplishments
- Positive history of effective work with a Board of Directors
- Excellent oral and written communication skills
- Fiscal Management experience and competency
- Highly organized and attentive to detail, in order to manage many different tasks and strategies simultaneously
- Ability to work with and engage a socio-economically, racially, and culturally diverse community
- Experience modeling respectful, inclusive, and responsible behavior that is consistent with the Council's Mission, Vision, and Values
- Ability to meet deadlines and provide accurate and timely reports to funders and the Board of Directors
- Proven ability to maintain optimal confidentiality
- Effective knowledge of appropriate technology and software to communicate effectively in print and electronically
- Innovative, critical thinker, and creative problem-solver who thinks outside the box to address challenges
- Proven ability to be self-directive, meet specific deadlines, and work independently, in the context of being part of a team

### **Selection Process**

1. Proposals/Applicant Resumes and Cover Letters are due by Friday, May 27, 2016.
2. The Search Committee will score and rank applications/resumes the week of May 30, 2016.
3. Interviews will take place the first week of June, with an anticipated start date the third or fourth week of June.

**Submitting your proposal/application**

Please submit your proposal/Applicant Resume and Cover Letter **and** salary requirements via email by May 27, 2016 to:

Eric Foster  
President  
Payne Phalen District Five Planning Council Board of Directors  
[eric@ward6stpaul.com](mailto:eric@ward6stpaul.com)

Thank you in advance for your response and your interest in the Payne Phalen District Five Planning Council.