



Executive Director * Job Posting * February 2026

Overview: The Payne-Phalen Community Council (PPCC) in St. Paul is hiring an Executive Director. The Executive Director is responsible for the implementation of the Payne-Phalen Community Council (PPCC) priorities and managing the day-to-day operations of the organization. This requires a broad perspective, prioritization, exceptional interpersonal skills and a great deal of energy and creativity. This position reports to the Board Chair and the Executive Committee. The everyday roles and responsibilities of this position include the following:

External Relations

- Supports and implements the goals, projects and initiatives of PPCC
- Networks and builds strategic partnerships to advance the organization
- Engages neighborhood residents and stakeholders to advance PPCC's mission and fosters volunteer participation
- Communicates with city, county and state agencies, neighborhood and community-based organizations and elected officials and ensures that PPCC consistently presents a strong, positive image to relevant stakeholders
- Promotes PPCC through in-person interactions, social media, websites, electronic newsletter and other methods to ensure that residents, businesses and community organizations are well informed
- Models and maintains a high standard of professionalism within the organization

Internal Operations

- Hires, manages and evaluates all PPCC staff, contract employees and interns in accordance with PPCC's personnel policy. PPCC currently has two additional staff (beyond the ED).
- Maintains a clean, well-organized physical environment for staff to work in and oversees all general office procedures
- Supports the operations and administration of the Board of Directors and interfaces between Board and staff
- Recommends yearly budget for Board approval and prudently manages resources within budget guidelines
- Sets and maintains strict financial operating procedures within the office and ensures adequate separation of duties and timely execution
- Works with bookkeeper to produce consistent, accurate and timely financial reports for the Board of Directors
- Regularly assesses organizational risks and ensures that all tax and nonprofit filings are accurate and completed on time
- Prepares for regular audits or financial reviews and adjusts procedures based on findings

Fundraising and Grant/Contract Management

- Manages grant writing, annual giving, sponsorships and City of St. Paul contracts and, along with the board of directors, is responsible for raising the funds necessary to operate
- Ensures that all contract and grant requirements are being met or exceeded
- Monitors development projects in the neighborhood and ensures that residents have an opportunity to participate in the growth and development of the Payne-Phalen district

- Attends, with neighborhood leaders, public hearings, meetings with developers and relevant council proceedings to represent PPCC's position on development projects in the neighborhood.

Required Qualifications

- Experience with constituent-based organizations, grassroots organizing, land use or housing and program management
- Bachelor's degree and 5 years of working experience in project/program management OR 10+ years of working experience in project/program management
- Experience working with Board(s) of Directors and volunteers
- Demonstrated success at fundraising, grant writing, contract management and fiscal management
- Experience building and maintaining coalitions, partnerships, collaborative relationships
- Demonstrated cultural competence and cultural responsiveness
- Excellent oral and written communication skills
- Ability to prioritize, take direction, and complete projects in a timely manner
- Detail-oriented with strong strategic thinking and planning skills
- Adept with current technology and programs, and able to stay current with changing technology

Preferred Qualifications:

- Degree in nonprofit management, public or business administration or urban planning
- Executive Director experience, including personnel management
- Proficiency in the Hmong, Karen, Somali, or Spanish language
- Knowledge of the Eastside of St. Paul - its history, culture, and community

Benefits:

- This is a regular full-time employee opportunity, 32 hours per week (including some nights and weekends) within a flexible schedule and hybrid work environment
- The starting salary for this position is \$65,000 - \$75,000/year based on demonstrated experience
- Employment with PPCC includes paid vacation, paid sick time, and paid holidays. We also provide a monthly health and well-being benefit to all employees, including this position

How to Apply:

- Resumes will be accepted and reviewed on a rolling basis. This position is open until filled. Preference will be given to applications submitted by Monday, March 2, 2026.
- **Send cover letter and resume by e-mail to: search@paynephalen.org**

The Payne-Phalen Community Council exists to promote the physical, social and economic development and human dignity of people of all ages, backgrounds, cultures, and communities within our geographic boundaries and across St. Paul's East Side. The Community Council organizes within and across the community to fulfill the vision and interests of all people living in or operating business in Payne-Phalen. Our mission is to improve Payne-Phalen neighborhoods by engaging, educating and empowering all residents in our diverse communities. Payne-Phalen is the largest and most diverse of the 17 planning and citizen participation districts in St. Paul. We are an independent, registered Minnesota non-profit 501(C)3 organization governed by an all-volunteer 17- member Board of Directors.

The Payne-Phalen Community Council will not discriminate against or harass any employee or applicant for employment because of race, creed, religion, gender, gender identity, sexual or affectional orientation or preference, color, national origin, ancestry, familial status, age, ability, marital status, or status with regard to public assistance.