# Blue letters and green text Description automatically generatedExecutive Director



**Position Classification:** Full Time – Exempt (Salaried)

**Reports To:** Board of Directors

**Salary:**  $75,000 – 95,000 DOE

**Location:**  Remote within north-central MN

**Start Date:** Winter – Spring 2025

# Job Description

The Executive Director at RREAL is integral to the success of the organization at local and regional levels. The Executive Director is responsible for an array of functions, including realizing the strategic plan and vision of the organization, fundraising, fiduciary oversight, marketing, compliance, and community engagement. The position reports directly to the Board of Directors.

RREAL's mission is to make solar accessible to all households & communities in Central & Northern Minnesota. We work to expand solar capacity, education, & workforce development to strategically reduce poverty in our region. Candidates can read more about our work at [www.rreal.org](http://www.rreal.org).

# Key Responsibilities

## Organization Mission and Strategy:

* Implements programs that carry out RREAL's mission.
* Sets clear short- and medium-term goals to ensure fulfillment of the strategic plan.
* Enhances and maintains RREAL's image by being active and visible in the community and by working closely and collaborating with other professional, civic and private organizations.

## Organization Operations:

* Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
* Effectively administers RREAL operations including maintaining good standing as a non-profit with 501(c)(3) status.
* Hires and retains competent, qualified staff and contractors.
* Signs notes, agreements, and other instruments made and entered into and on behalf of the organization.

## Board Governance:

* Works directly with the board of directors in order to fulfill the organization’s strategic plan, mission and vision.
* Leads RREAL in a manner that supports and guides the organization's mission as defined by the Board of Directors.
* Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
* Supports Board recruitment, training, and development, as well as regular strategic planning.

## Financial Performance and Viability:

* Develops resources sufficient to ensure the financial health of the organization.
* Maintains RREAL's fiscal integrity: submitting a proposed annual budget and monthly financial statements to the Board, which accurately reflect the financial condition of the organization.
* Ensures fiscal management to operate within the approved budget, maximize use of resources, and maintain a positive financial position for the organization.
* Conducts fundraising and develops other resources necessary to support RREAL's mission including grant-writing and donor development.

## Qualifications

A successful candidate will have:

* Two or more years of nonprofit management experience
* Strong organizational abilities including planning, delegating, program development and task tracking
* Ability to convey a vision of RREAL's strategic future to staff, board, volunteers and donors
* Knowledge of fundraising strategies and donor relations unique to nonprofit sector
* Ability to collaborate with and inspire board members and other volunteers
* Strong written and oral communication skills
* Enthusiasm for public speaking
* Connections in north-central Minnesota with the ability to work from home
* Willingness and ability to travel throughout north-central Minnesota to meet with partners, stakeholders, and potential funders
* Track record of successful long-term partnerships and relationships with indigenous and underserved communities

**Compensation & Benefits**

Commensurate with experience and qualifications.

## To Apply

To apply, send a PDF document that includes a cover letter detailing your qualifications, a resume including education and experience, and contact information for three professional references. All correspondence must be electronic and sent to [board@rreal.org.](mailto:RREALEDSEARCH@gmail.com)

## Deadline

Applications will be accepted until the position is filled. Preference will be given to applications received by March 4th, 2025