



**Intercultural Mutual Assistance Association**  
2500 Valleyhigh Drive NW, Rochester, MN 55901  
PHONE: 507-289-5960 FAX: 507-289-6199 www.imaa.net

*IMAA is building bridges between cultures.*

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## **JOB POSTING**

October 27, 2017

POSITION AVAILABLE:	Executive Director
START DATE:	March 1, 2018
CONTACT PERSON:	Ron Buzard – ron.buzard@imaa.net
APPLICATION PROCESS:	Submit a cover letter, résumé and three professional references by mail, email, or in person before the deadline.
APPLICATION DEADLINE:	Until filled
ORGANIZATIONAL OVERVIEW:	<p>Intercultural Mutual Assistance Association (IMAA) is a community-based, nonprofit organization with the mission of “building bridges between cultures.” IMAA builds bridges of self-sufficiency through its Employment Services, bridges of communication through its Language Services, bridges of hope and safety through its Victim Services and bridges of health through its Community Health Worker Services. IMAA furthers its mission with a staff of 25 employees and an annual budget of \$2.1 million.</p>
JOB OVERVIEW:	<p>The IMAA Board of Directors will hire an Executive Director to ensure the effective and efficient management of the organization in the following areas:</p> <ul style="list-style-type: none"><li>• Fiscal operations</li><li>• Business operations</li><li>• Program operations</li><li>• Development operations</li></ul> <p>See the attached description of duties.</p> <p>The current Executive Director has served in this position for the past 27 years. He will be leaving the organization in May 2018, and the Board of Directors will be bringing his replacement on staff in March 2018 to allow for a period of overlap.</p>
REQUIRED QUALIFICATIONS:	<p>To be considered for this position the candidate must have:</p> <ul style="list-style-type: none"><li>• Bachelor’s Degree from the U.S. or equivalent degree from another country</li><li>• 5 years of experience working in the nonprofit sector</li><li>• Effective communication and public speaking skills</li><li>• Experience working effectively in a culturally diverse environment</li><li>• Knowledge of the political and social landscape impacting the lives of refugees and immigrants</li></ul>

PREFERRED QUALIFICATIONS

The preferred candidate will have:

- Master's Degree
- Understanding of interpreting, employment, victim or community health worker services.
- Experience writing grant proposals and bids
- Experience administering public and private grants

**IMAA is an Equal Opportunity Employer**

Attachment to the IMAA Executive Director job posting:

<p>Fiscal Operations</p>	<ul style="list-style-type: none"> <li>• Oversee all agency fiscal operations.</li> <li>• Oversee agency bank accounts, loans and relationships with banks.</li> <li>• Contract with a qualified auditor and participate in an annual audit.</li> <li>• Develop an annual agency budget.</li> <li>• Develop and track all program budgets to ensure compliance with contracts.</li> <li>• Review and approve all invoices and reimbursement requests.</li> <li>• Review monthly financial statements.</li> <li>• Serve on the Finance Committee.</li> </ul>
<p>Business Operations</p>	<ul style="list-style-type: none"> <li>• Negotiate contracts with funders and ensure operational compliance with all contracts.</li> <li>• Supervise the Management Team (Associate Director, Operations Manager, Technology Manager and all Program Managers).</li> <li>• Ensure adequate staffing:             <ul style="list-style-type: none"> <li>○ hiring/termination</li> <li>○ job descriptions and workload distribution</li> <li>○ performance evaluation and staff development</li> <li>○ salary and wage changes</li> <li>○ personnel policy enforcement / discipline</li> </ul> </li> <li>• Maintain personnel files.</li> <li>• Ensure an inclusive, innovative, flexible and positive work environment which attracts, retains and motivates a diverse staff of highly-effective employees.</li> <li>• Ensure the timeliness of annual renewals:             <ul style="list-style-type: none"> <li>○ Secretary of State</li> <li>○ Office of Attorney General</li> <li>○ Insurance (liability, bonding, workers comp, D&amp;O, E&amp;O)</li> </ul> </li> <li>• Manage facilities and property:             <ul style="list-style-type: none"> <li>○ Building usage</li> <li>○ Computer network and other technology</li> <li>○ Maintenance and repairs of building and property</li> <li>○ Annual inspections (sprinkler system, alarm system, geo-thermal system)</li> </ul> </li> <li>• Serve as liaison between the staff and the board of directors.</li> <li>• Ensure regular meetings of the board and its committees.</li> <li>• Prepare reports and communications for board of directors.</li> <li>• Recruit and orient new board members.</li> <li>• Serve on the Executive Committee.</li> </ul>
<p>Program Operations</p>	<ul style="list-style-type: none"> <li>• Prepare responses to requests for bids, proposals and contract renewals</li> <li>• Ensure program outcome compliance with all contracts.</li> <li>• Create reports for funders and review reports created by Program Managers before they are submitted.</li> <li>• Provide director-level oversight of Employment and CHW program areas. (Associate Director is providing that oversight for Interpreting and Victim Service areas.)</li> </ul>

	<ul style="list-style-type: none"><li>• Provide leadership during all site visits and program monitoring visits from funders.</li><li>• Establish and maintain collaborative working relationships with funders, community groups and organizations.</li><li>• Maintain a working knowledge of significant social and political developments and trends that impact IMAA programs.</li></ul>
Development Operations	<ul style="list-style-type: none"><li>• Work with the board of directors to establish, implement and evaluate IMAA's strategic plans.</li><li>• Work with the Associate Director to ensure that adequate funds are available to carry out IMAA's mission.</li><li>• Work with the Associate Director to ensure a professional, relevant and active social media and online presence.</li><li>• Connect with donors when requested by the Associate Director.</li><li>• Participate in public relations and marketing efforts when requested by the Associate Director.</li><li>• Represent IMAA in the community.</li><li>• Participate on community boards and leadership groups.</li></ul>