

## **Southwestern Minnesota Opportunity Council (SMOC) Executive Director/CEO**

The Southwestern Minnesota Opportunity Council (SMOC) Board seeks a collaborative, experienced, and visionary leader to guide our organization after the retirement of a long-term Executive Director.

### **About the Opportunity**

Southwestern Minnesota Opportunity Council is hiring a new Executive Director/CEO. The position will serve in-person in Worthington, Minnesota. The application process will be open until a qualified candidate is hired, however the screening process will begin immediately so interested candidates are encouraged to apply early. Interviews will begin in June.

### **About Southwestern Minnesota Opportunity Council (SMOC)**

Southwestern Minnesota Opportunity Council, Inc. (SMOC) is a nonprofit Community Action Agency, serving the needs of low-income people in Southwestern Minnesota. Four counties – Murray, Nobles, Pipestone, and Rock - comprise the core geographic service area of the organization, however SMOC provides specific programs in as few as one and as many as fifteen counties in the region. SMOC's service area is largely rural. Worthington, where SMOC's main office is located, is the largest city with nearly 14,000 residents. It has a strong agricultural presence and is home to several large corporations involved in processing, shipping, bio-science research, high education, and manufacturing. Nobles County is the most rapidly diversifying county in Minnesota. (For more, see this recent media coverage: <https://www.mprnews.org/episode/2021/10/22/welcome-to-nobles-county-minnesotas-most-rapidly-diversifying-county>)

Southwestern Minnesota Opportunity Council's mission is to strengthen our communities by providing opportunities and services. SMOC Board and staff believe in the following:

- Treating people with respect, fairness, and understanding;
- Opportunity fosters economic independence;
- Economic independence strengthens communities; and,
- Diversity enriches communities.

Our guiding principles describe how SMOC staff seek to operate internally and in partnership with others: open communication; joint problem solving; mutual respect; commitment to diversity, equity, and inclusion; and an ethical code of conduct.

SMOC is at a critical juncture after the retirement of a long-term Executive Director. The operations and policies guiding SMOC are governed by a fifteen-member tri-partite Board of Directors comprised of one-third elected officials, one-third private sector representatives, and one-third low-income or community representatives. The organizational budget is approximately \$9.5 million currently with opportunities to gain additional funding. SMOC has a staff of over 90 full and part-time employees, across multiple locations. A priority for the organization currently is to hire and retain diverse staff reflecting the population of the service area.

The Executive Director works in partnership with the Board to accomplish SMOC's mission and is accountable for the success of the agency to its clients and funders. The Board, Executive Director, and staff are committed to addressing income-related inequities in health insurance, homeownership, social capital, transportation, food access, education and employment for our neighbors who have barriers preventing prosperity. The ideal candidate is passionate about empowering people with low incomes to achieve their goals.

### **Southwestern Minnesota Opportunity Council (SMOC) Programs and Services**

- Child Care Aware
- Community Development Services
- Early Learning Scholarships
- Energy Assistance
- Head Start
- Health Services and Family Planning
- Homemaker Services
- Senior Community Services Employment Program
- Transit/transportation
- Weatherization Assistance Program

### **Primary Responsibilities**

#### *Executive Leadership and Governance*

- Serves as chief executive officer, creating and maintaining a clear vision for the organization together with the Board and responsible for carrying out the work of the agency.
- Works with the Board to fulfill its governance functions, including acting as a professional advisor and keeping the Board informed of the agency's conditions and operations.
- Plans, formulates, and recommends for approval of the Board policies and programs that will further the objectives of the agency.
- Executes all Board decisions.
- Fosters effective teamwork between the Board and the Executive Director and between the Executive Director and staff.
- Ensures agency resources are available for implementation and successful completion of the strategic plan.
- Develops and oversees the implementation of agency work in a way that supports and advances SMOC's values, vision, mission, and goals.

#### *Manage Daily Operations*

- Manages the day-to-day operations and assures a smoothly functioning and efficient organization. Executes such contracts, grants, and commitments as authorized by the Board or established policies. Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- Plans, organizes, and directs program and services; evaluates results and recommends policies, procedures, and actions to achieve program goals.
- Provides management oversight of agency programs and assures program quality, cultural

competence, effectiveness, and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.

- Identifies and evaluates the risks to the agency's clients, staff, management, volunteers, property, finances, and reputation. Implements measures to control risks, drafts policies for the approval of the Board and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommend changes to the Board as appropriate.
- Contributes to the overall growth and development of the agency by participating on internal and external groups that address overarching issues affecting the operations of the agency, including keeping updated on developments in Community Action agencies, non-profit management and governance, philanthropy, and fund development.

#### *Financial Management*

- Oversees financial processes, including the authorization of payments for contracts, grants, and expenditures, the protection of assets, the management of facilities, and the establishment and maintenance of a chart of accounts.
- In collaboration with the Finance Director, develops the annual operating budget.
- Administers the funds of the organization according to the approved budget and monitors the monthly cash flow of the organization. Approves expenditures within the authority delegated by the Board and following agency financial policies and procedures.
- Seeks outside funding in the form of grants and contracts from public and private sources.

#### *Human Resources Management*

- Models leadership behaviors that create and maintain a productive, professionally competent workforce in an environment respectful of personal wellbeing and cultural diversity.
- Oversees the implementation of the human resources policies, procedures, and systems, including compensation and benefits, performance management, and labor/management relations.
- Determines staffing and financing requirements for organizational management and program delivery. Specifies accountabilities for management personnel and evaluates performance regularly.
- Assures a work environment that recruits, retains, trains, evaluates, and supports quality staff and volunteers.
- Disciplines staff when necessary, using appropriate techniques and following procedures; terminates staff when necessary, using appropriate and legally defensible procedures.
- Maintains a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

#### *Builds Collaborative Partnerships with Partners, Stakeholders, and the Public*

- Builds and maintains cooperative and collaborative relationships with local funders, community partners, elected officials, city, and county staff important to SMOC's mission and programs.
- Builds cooperative and collaborative relationships with community partners, constituents, and stakeholders, including those who have been historically underserved.
- Serves as the public face of SMOC for the public and media.

## **Qualifications**

The Executive Director/CEO of SMOC should have these qualifications:

- Excellent leadership, relationship-building, management, and communication skills.
- Ability to administer a private, nonprofit organization, including an understanding of the legal responsibilities and constraints of such an organization.
- Several years' experience managing and guiding an organization or division, preferably in a grant-funding nonprofit setting with a budget of at least \$1 million.
- Experience working with anti-poverty programs and administration of government grants/contracts.
- A strong understanding of nonprofit finance, fund accounting, and fundraising.
- Experience engaging and working with diverse and underrepresented people and communities.
- Knowledge of causes and conditions of and effective solutions to addressing poverty.
- Familiarity with the communities of Southwestern Minnesota or rural communities in general.
- Recent experience in senior management, both directly and indirectly managing a team.
- A combination of education and progressive experience befitting the chief officer of a nonprofit.

The ideal candidate will possess a minimum of a bachelor's degree and five-years of relevant nonprofit business administrative experience. Master's degree preferred.

Credit given for educational experiences outside of the United States.

Bilingual candidates preferred but not required.

## **Compensation**

The Executive Director/CEO compensation includes a salary of \$100,000 to \$135,000 depending on experience and qualifications, plus a competitive benefit package and generous paid time off.

## **To Apply**

Interested candidates should submit a cover letter, resume, a completed application and statistical questionnaire (i.e., the fillable forms at the end of position description or available at the agency website under Employment), and three professional references to Joelle Hoelt, [jhoelt@smoc.us](mailto:jhoelt@smoc.us). All inquiries will remain confidential. Interested candidates are encouraged to apply early. Interviews will begin in June.

To learn more about Southwestern Minnesota Opportunity Council and to view the full job description and access the application and statistical questionnaire, visit our website [www.smoc.us](http://www.smoc.us)

SMOC is proud to be an Equal Opportunity/Affirmative Action Employer. Reasonable accommodations for special needs will be furnished upon request. We believe that a diverse background and perspective are strengths and seek to continue to grow a diverse, committed, skilled, and collaborative staff.

# SOUTHWESTERN MINNESOTA OPPORTUNITY COUNCIL, INC.

1106 3<sup>rd</sup> Ave PO Box 787  
 Worthington, MN 56187  
 Phone 507-376-4195 or  
 1-800-658-2444  
 Fax 507-376-3636



**SMOC Application for Employment**  
 An Equal Opportunity / Affirmative Action Employer

<b>Job #</b>
<b>App#</b>
<b>Position for which you are applying:</b>
<b>Date of Application:</b> Mo <input type="text"/> <input type="text"/> Day <input type="text"/> <input type="text"/> Yr <input type="text"/> <input type="text"/>
<b>Social Security Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Last Name	First Name	MI	Former Name(s)	May we call you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
Street Address		Apt No.	Home Phone	Cell Phone
City	State	Zip	Are you 18 or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	Work Phone

Are you a United States Citizen OR if not, do you have permission to work in this country? Yes  No

If position requires driving, please provide Driver License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Class: \_\_\_\_\_

If position requires certificate, registration or occupational license, please provide information:  
 Type \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you worked for SMOC before? Yes  No  If yes, which department and the dates employed.

Have you ever been fired? Yes  No  If yes, state employer, date and explain.

Name of High School attended and location: \_\_\_\_\_ Did you graduate from High School or receive a GED?  
 Yes  No  Yr \_\_\_\_\_

How many years of education have you had?  
 Circle one: 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Name and location of College, University, Technical, Professional, Business, Trade, Vocational or other school:	Dates Attended From Mo/Yr	To Mo/Yr	Cert or Degree	Date Rec'd	Major	Minor

Please give three (3) references:

NAME	ADDRESS	PHONE

Experience and training ratings are determined by the information you provide. Please be complete.

Present or last employer		Address		City	State
Job title		Supervisor		Phone	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
From Mo: Yr:	To Mo: Yr:	Total time Yrs: Mons:	<input type="checkbox"/> Full time or <input type="checkbox"/> Part time _____Hrs/Wk	Starting salary \$	Ending salary \$
Reason for leaving					
Specific duties					
Second last employer		Address		City	State
Job title		Supervisor		Phone	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
From Mo: Yr:	To Mo: Yr:	Total time Yrs: Mons:	<input type="checkbox"/> Full time or <input type="checkbox"/> Part time _____Hrs/Wk	Starting salary \$	Ending salary \$
Reason for leaving					
Specific duties					
Third last employer		Address		City	State
Job title		Supervisor		Phone	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
From Mo: Yr:	To Mo: Yr:	Total time Yrs: Mons:	<input type="checkbox"/> Full time or <input type="checkbox"/> Part time _____Hrs/Wk	Starting salary \$	Ending salary \$
Reason for leaving					
Specific duties					

**I understand that I or SMOC may terminate my employment at any time without any reason and that nothing in this application or in the granting of interviews creates a contract of employment or for providing any benefit. I understand that to be employed I must be authorized to work in the United States, and must provide documents to prove this.**

**I authorize SMOC to investigate thoroughly my work and personal history and verify all data given it. In return for being considered for a position, I release SMOC from any liability which might arise from such an investigation. I authorize all individuals, schools, and firms named herein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.**

**I CERTIFY THAT ALL STATEMENTS HEREIN ARE TRUE AND UNDERSTAND THAT ANY FALSIFICATION OR WILLFUL OMISSION MAY RESULT IN DISMISSAL OR REFUSAL OF EMPLOYMENT.**

**Signature of applicant:**

**Date:**

*Reasonable accommodations for special needs will be furnished upon request.*



# Southwestern Minnesota Opportunity Council, Inc.

1106 3rd Avenue  
P.O. Box 787  
Worthington, MN 56187

[www.smoc.us](http://www.smoc.us)

Telephone: 507-376-4195  
Fax: 507-376-3636  
TTY: 507-372-7279

— " *Strengthening our communities through opportunities and service* " —

Dear Applicant:

Thank you for your application. We appreciate your interest in working for Southwestern Minnesota Opportunity Council, Inc.

Attached you will find a statistical survey. The information that we are requesting will not affect you as a job applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will not be maintained in personnel files and it will not be made available to any person involved in decisions affecting the position for which you have made application. Nor will it affect the decision making process as it applies to promotions once a position has been secured. We ask all applicants to answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees.

You may choose to decline to answer the survey. However, in order to verify that we offered you the opportunity to complete the survey, please sign your name on the signature line and return it with your application or directly to me at the following address: Southwestern Minnesota Opportunity Council, Inc., Attn: Affirmative Action Officer, 1106 Third Avenue – PO Box 787, Worthington, Minnesota 56187.

Thank you for your assistance.

Cordially,

Affirmative Action Officer

# SOUTHWESTERN MINNESOTA OPPORTUNITY COUNCIL

Job# \_\_\_\_\_

App# \_\_\_\_\_

1106 3<sup>rd</sup> Ave - PO Box 787  
 Worthington, MN 56187-0787  
 507-376-4195 or 1-800-658-2444  
 Fax 507-376-3636  
 www.smoc.us

## **STATISTICAL INFORMATION**

The following statistical information is required for compliance with Federal laws assuring equal employment opportunity without regard to race, color, sex, national origin, religion, age, or handicap as well as the Vietnam Era Readjustment Act. The information requested is voluntary and will remain separate from your application for employment.

LAST NAME:		FIRST NAME:		MIDDLE INITIAL:																		
ADDRESS:		CITY:		STATE:																		
APPLICATION DATE:	SOCIAL SECURITY #:	BIRTHDATE:	ZIP:																			
<p>❖ EEO CODES (circle one)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A – White Male</td> <td style="width: 50%;">F – Hispanic Female (Spanish Origin)</td> </tr> <tr> <td>B – White Female</td> <td>G – American Indian/Alaskan Native Male</td> </tr> <tr> <td>C – Black Male</td> <td>H – American Indian/Alaskan Native Female</td> </tr> <tr> <td>D – Black Female</td> <td>I – Asian or Pacific Islander Male</td> </tr> <tr> <td>E – Hispanic Male (Spanish Origin)</td> <td>J – Asian or Pacific Islander Female</td> </tr> </table> <p>❖ REFERRAL SOURCE (circle one)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A – Walk in / Write in</td> <td style="width: 50%;">E – College Placement Office</td> </tr> <tr> <td>B – Ad Response</td> <td>F – Minority Referral Agency</td> </tr> <tr> <td>C – State Employment Agency</td> <td>G – SMOC Employee:</td> </tr> <tr> <td>D – Private Employment Agency</td> <td></td> </tr> </table>					A – White Male	F – Hispanic Female (Spanish Origin)	B – White Female	G – American Indian/Alaskan Native Male	C – Black Male	H – American Indian/Alaskan Native Female	D – Black Female	I – Asian or Pacific Islander Male	E – Hispanic Male (Spanish Origin)	J – Asian or Pacific Islander Female	A – Walk in / Write in	E – College Placement Office	B – Ad Response	F – Minority Referral Agency	C – State Employment Agency	G – SMOC Employee:	D – Private Employment Agency	
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<p>❖ Are you handicapped? (An impairment which substantially limits one or more of your life activities) <span style="float: right;">Y or N</span></p> <p>❖ Are you a disabled veteran? (30% VA compensation or discharged because of disability incurred in the line of duty) <span style="float: right;">Y or N</span></p> <p>❖ Are you a Vietnam era veteran? (180 days active duty between August 15, 1964 and May 7, 1975) <span style="float: right;">Y or N</span></p>																						
JOB YOU HAVE APPLIED FOR:																						
LOCATION APPLICATION IS MADE FOR:		CITY:		STATE:																		
SIGNATURE:																						