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**ORGANIZATION**

CITIZENS LEAGUE

**POSITION**

Executive Director

**BRIEF**

Ballinger Leafblad is pleased to conduct the search for Executive Director at Citizens League, in Saint Paul, Minnesota.



## ORGANIZATIONAL OVERVIEW

The Citizens League empowers people to engage in civic life and public policy to make Minnesota a better place to live and work for everyone.

Through its work:

- Minnesotans understand that public policy happens everywhere, not just in government institutions.
- Minnesotans of all backgrounds exercise their role in public policy decision-making.
- Minnesotans directly impacted by an issue are part of defining the problem and generating evidence-based solutions.

## HISTORY

Since 1952, the Citizens League has been dedicated to finding common ground across parties and ideologies to solve some of the biggest challenges facing Minnesota. The Citizens League's mission is to inform, inspire, and empower people to engage in civic life and public policy to make Minnesota a better place to live and work for everyone. As a nonpartisan, non-ideological organization, the Citizens League enjoys a reputation as an unbiased convener whose work produces data and research-supported solutions representative of a wide range of interests, experiences, and perspectives.

**\$1.2M**

Budget



## MISSION

The Citizens League is a member-supported nonpartisan nonprofit organization that champions the role of all Minnesotans to govern for the common good and promote democracy.

## VISION STATEMENT

Through our work:

- Minnesotans of all backgrounds, parties and ideologies are engaged, inspired and empowered to see the role they play in public policy and act on it, reigniting Minnesota's ability to implement innovative and effective policy solutions for the 21st Century; and
- The Citizens League is a relevant and respected policy resource, leveraging the strength of its over 60-year legacy with a focus on solving tomorrow's problems, and earning the ongoing support of our members, board, leadership and staff.

## SERVICES AND PROGRAMS

### CAPITOL PATHWAYS

The Capitol Pathways leadership program provides college students of color with professional development training and hands-on policy experience. Capitol Pathways remains a one-of-a-kind paid internship program in Minnesota, providing future civic leaders the leadership training, legislative experience and connections they need as they begin their careers.

### CALLING HOME

In partnership with Twin Cities PBS (TPT), Calling Home is an initiative looking at "home" as a starting place for intergenerational conversations about aging and planning for the life changes that are inevitable.

The Project is interested in learning how individuals and families contemplate how they may navigate big systems like health care, housing/neighborhoods, transportation and finances in order to have the home and community they have envisioned.



### CENSUS 2020

In partnership with the Minnesota State Demographic Center, the Citizens League worked with community-based organizations to convene panel discussions for and answer questions from community members representing traditionally undercounted communities.

## SERVICES AND PROGRAMS, cont'd.

### BACKUP PLAN FOR SOLOS

As people age, they often need assistance with health care decisions. Often, there are no family members to assist an aging individual. Without a plan or a supportive infrastructure, “solos” are at risk for lack of care, sub-optimal care, or care that goes against their wishes. “Solos” are defined as individuals who, by choice or circumstance, function without the support system traditionally provided by family.

The Citizens League has recognized health care decision making by and for solos as an important public policy issue and a timely subject for study. In 2016, the Citizens League formed a partnership with the Minnesota Elder Justice Center. With financial support from a Bush Foundation Community Innovations grant, a 14-member task force was challenged to discover, analyze, and make recommendations directed at the goal of: Stimulate the development of a supportive infrastructure to help solo adults, particularly older solo adults, successfully navigate health-related events and, therefore, be less likely to become vulnerable adults with its accompanying loss of self-determination for the individual and high costs to society. The final report was released by the task force in February 2019.



### MANY ONE

ManyOne is an initiative designed to develop bipartisan relationships and promote innovative thinking. Legislators participate in the Studio/E leadership program to better explore, launch and navigate new ideas for the community. ManyOne was born of the idea that good thinking can come from anywhere on the political spectrum and when legislators begin to know one another and collaborate beyond their political labels, a better operating culture will emerge. Out of many diverse ideas, a more common perspective and common ground can emerge – *E pluribus unum.*

## POSITION PROFILE EXECUTIVE DIRECTOR

The Executive Director is the chief executive officer of the organization. In accordance with the mission statement, operating principles, bylaws, and under the direction of the Board of Directors, the Executive Director's jurisdiction includes all aspects of the Citizens League's operations.

The Citizens League's policy work has been focused in the areas of good government, workforce, aging, and civic leadership development but the new executive will be able to set the direction of future work by leading a new strategic planning process with the board of directors. A variety of tools are used to dissect complex policy issues, develop shared understanding, and design well-informed sound solutions. Their strategy is based on the philosophy that those affected by a problem should be part of defining the problem and generating solutions for it. To that end, the Citizens League employs principles that promote accessibility and diversity of thought and background.

The successful candidate will bring a passion for community, a proven record of community and stakeholder engagement, demonstrated commitment to equity, experience with fundraising, a track record navigating political environments, and of course, a strong desire to impact policy change through collaborative policy-making. This position manages a team of five full-time employees, and works closely with the Board of Directors, contractors, Citizens League members, and the public.

### *Essential Responsibilities*

- Provide strategic leadership to full-time staff, consultants, facilitators, and a diverse 21-member board of directors representing business, civic, and community leaders.
- Cultivate state-wide community partnerships to advance policy initiatives.
- Manage the organization's \$1.2 million budget and oversee day-to-day business operations.
- Serve as chief fundraiser with major donors, foundation representatives, and manage the development team.
- Develop and advance Citizens League policy recommendations, improving both relevance and impact in the community.
- Build effective partnerships to advance the Citizens League's work plan.
- Represent the Citizens League in the community (speaking opportunities, media, legislature, etc.).

### *Management Responsibilities*

The Executive Director oversees the staff and activities of all of the business functions of Citizens League. A total of five professional staff work in the organization reporting directly to the Executive Director including a Director of Public Policy, Development Officer, Program Manager, Marketing & Communications Specialist and Operations Coordinator.

POSITION PROFILE  
**EXECUTIVE DIRECTOR**

*Required Qualifications*

- Bachelor's degree; Master Degree is preferred or equivalent experience.
- 5+ years of experience performing at a Director or higher level.
- Ability to uphold Citizens League principles while confidently and comfortably interacting with individuals from all backgrounds, ideologies, sectors, and levels.
- Demonstrated experience working with diverse populations.
- Demonstrated experience working in a multi-partisan and highly political environment while remaining politically neutral.
- Excellent organizing skills; ability to organize broad groups of participants to identify and achieve common goals.
- Strong communication, writing, listening, research and critical thinking skills.
- Ability to manage multiple projects, coordinate with many stakeholders and meet deadlines with attention to detail.
- Ability to take initiative and work independently while accepting and seeking out direction as appropriate.
- Proficiency with a wide range of software, including Microsoft Office.
- Proficiency and comfort with online communications.
- Reliable daily transportation to a variety of meetings in the Metro Area.

*Preferred Qualifications*

- Master's degree in public policy, public administration, advocacy and political leadership, or related field.
- Experience with Citizens League history, current work, and civic organizing, including membership in or involvement with the Citizens League.
- Experience working with a board of directors.
- Knowledge of government processes and understanding of the legislative process
- Facilitation and/or mediation training.
- Grant writing experience.
- Fundraising experience.
- Experience leading or supporting multi-agency coalitions.
- Event planning experience.

*Compensation and Benefits*

The compensation range for this position is \$125,000 - \$145,000 and includes participation in the organization's benefits plan.

WE INVITE YOU TO GET IN TOUCH.



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