Executive Director

JOB DESCRIPTION:

Reports to:	PWNO Board Chair
Compensation:	$60,000
Timeline:	Priority will be given to applications submitted by November 1st, 2026
Educational Requirement:	College Education or 4 years related experience
Exempt or Nonexempt:	Exempt
Hourly or Salaried:	Salary
Hours Per Week:	40 per week
Schedule	Flexible -25% Remote 75% Office and Community Outreach, Mon-Fri: weekends as needed
Language proficiency:	English. Proficiency/familiarity with another language is a plus but not required.

WHO WE ARE AND WHAT WE DO:

Phillips West Neighborhood Organization (PWNO) is part of a City-Wide network of neighborhood organizations charged with equitably engaging its residents in a variety of civic participation activities in accordance with the City of Minneapolis Neighborhood and Community Relations Initiatives and policies.

PWNO is a non-profit organized under Minnesota Statutes Chapter 317A and elects to also be governed by the statutory provisions governing "neighborhood organizations" as described in MN Statute 317A.435. Phillips West boundaries are 35W to the West, 22nd Street to the North, Chicago Avenue to the East and East Lake Street to the South.

OUR VALUES:

The mission of PWNO is to engage the diverse voices of all those who live, learn, work and play in Phillips West to advocate for greater individual well-being and community empowerment. PWNO aims to be inclusive and accessible hub of resources, information and connection for all in Phillips West.

Through the Phillips West Community Survey in partnership with CURA, the focus our work is in four main areas: Community Safety, Housing and Food Access, Community Connection and Organizational Capacity.

POSITION SUMMARY:

The Executive Director will have dual roles as steward of the vision and mission as well as the administrator of operations of PWNO. This position requires a leader who can balance big-picture thinking with disciplined execution, ensuring that the organization remains mission driven, financially sustainable, operationally effective and accountable to the Board of Directors and neighborhood stakeholders. The Executive Director as steward, in partnership with the Board, will translate long-term goals into actionable priorities, build organizational capacity, cultivate key relationships and ensure measurable progress toward strategic objectives with the vision and mission in mind.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with a volunteer Board of Directors that includes recruitment, onboarding and staffing Board Meetings
- Hire, supervise and manage the staff, contractors and interns, provide feedback, performance evaluations and professional development opportunities.
- Manage office administration to include financial and budget management and coordination with the accountant/bookkeeper to ensure timely reporting
- Manage and update policy implementations and compliance for Board and Organization
- Lead fundraising initiatives including sourcing grant opportunities, networking and researching potential donors and partners
- Develop and maintain relationships with partner organizations and business communities within the neighborhood boundaries, including the Ward 6 City Council Office
- Manage and supervise marketing communications including social media, website, calendar and public outreach.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work effectively with diverse constituencies, including neighborhood groups, developers, City leaders and staff, private lenders and individuals of diverse economic and cultural backgrounds.
- Solid organizational skills with the ability to manage multiple competing priorities in a fast-paced environment with close attention to detail.
- Strong written and oral communication skills, interpersonal skills, negotiation, presentation and analytical skills and public speaking.
- Ability to work non-traditional work hours as needed for language and cultural programs to include occasional weekends.
- Proficiency with technology and programs to include but not limited to Google Suite, Accounting, Payroll, Illustrator, Canvas or other publishing programs

QUALIFICATIONS:

- College degree or four years of related experience
- Equilivancy: An equivalent combination of education and experience closely related to the duties of this position MAY be considered

EQUAL OPPORTUNITY EMPLOYER:

The Phillips West Neighborhood Organization provides equal employment opportunities for all persons regardless of age, race, color, religion, creed, national origin, marital status, familial status, sex, gender identity and/or expression, pregnancy, sexual orientation, disability, veteran status, genetic information, status with regard to public assistance, or any other characteristic protected under federal, state, or local law. Equal employment opportunities apply to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; bend, use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; talk and hear. The employee must occasionally lift or move office products and equipment, and furniture, up to 25 pounds, move over uneven surfaces and lift objects overhead.

The above statements are intended to describe the general nature and level of work performed by the staff member assigned to this position. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply: Please send a cover letter and resume to info@phillipswest.org. Priority will be given to applications submitted by November 1st, 2026 and will be considered on a rolling basis after the 1st.