

**MISSOURI COLLEGE ACCESS NETWORK (MOCAN)  
Job Description**

Job Title: Executive Director  
Reports to: MOCAN Board of Directors  
Application Deadline: April 12, 2019  
Office location: Columbia, MO  
Salary: Expected Salary \$100,000 - 120,000, based on experience

**MISSION**

The mission of the Missouri College Access Network (MOCAN) is to increase career and college awareness, preparation, access, and completion in Missouri, particularly for the underrepresented and underserved. We do this by:

- Advocating for public and institutional policies that promote postsecondary access and success.
- Coordinating statewide career preparation and college access and success activities for service providers.
- Leveraging and connecting providers, professionals, and other stakeholders to strengthen and grow programs, and to eliminate service and equity gaps.
- Centralizing knowledge-sharing and technical training for career and college program providers.
- Identifying, summarizing, and actively sharing standardized data collection measures and relevant research regarding career preparation and college access and success.
- Fostering a collective voice to communicate postsecondary educational and training opportunities to all people in Missouri.

**VISION AND VALUES**

We believe that success in college and career begins in K-12, but can be achieved at any point.

We use the term “college” to refer to the attainment of valuable postsecondary credentials beyond high school, including technical certificates and academic degrees.

We believe that postsecondary opportunity and attainment are a public good critical to create a just and equitable society, robust economy, and healthy communities.

## **PURPOSE STATEMENT AND FOCUS**

The Executive Director is in charge of overseeing and directing the operations and staff of MOCAN. The Executive Director is responsible for working with the Board of Directors and network membership to develop the strategic direction of the network, and for developing, enhancing and maintaining the organization's relationships and daily operations. Vital areas of focus include:

### **Executive and Board Relations**

Partner with the Board of Directors to further its vision and strategic plans supporting MOCAN'S mission. Inform and engage Board Members through transparent communication regarding financial, programmatic and impact performance measures while providing oversight for and alignment of team members. Assist in board development to ensure diverse and inclusive Board representation.

### **Advocacy and Program Development**

Ensure that MOCAN is evaluating research and evidence-based programs to support its mission. Lead the development of external partnerships and further collaboration with like-minded state and national organizations, universities, funders and media.

### **Marketing and Community Relations**

Represent MOCAN as a well-respected thought leader in state and national efforts advocating for college access, consistently and positively presenting the organization and its mission. Develop, enhance, and maintain productive relationships with all community constituents, policymakers and media sources. Provide oversight and manage public relations to raise awareness on a local and national level. Ensure that MOCAN has a comprehensive marketing and communication strategy. Celebrate MOCAN successes while expanding the influence and presence of MOCAN.

### **Resource Development**

Manage the organization's resource development in partnership with the Board of Directors. Foster existing relationships and help cultivate new relationships to enhance revenue and other resources from foundations, donors, government agencies and corporations.

### **Financial & Operations Management**

Prudently manage the organization's key assets, including both its financial and human resources. Coach and empower staff to be accountable for the impact their roles have on the organization's success. Provide direction and regularly assess service offerings and effectiveness in programmatic areas. Align and prioritize MOCAN'S services, relationships, and policies for the greatest impact. Develop long and short-range financial plans, monitor annual budget and ensure sound financial controls.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead the direction of the organization and operationalize the strategic plan as set forth by the MOCAN Board.
2. Oversee MOCAN programs and services. Work with staff to develop membership levels and effective strategies for advancing MOCAN's mission, and to dispense guidance and direction to member career and college access organizations, as needed. This includes convening members for required membership meetings, communicate regularly with members, soliciting feedback on MOCAN services, acting as a liaison for the organization with external stakeholders, and overseeing processes for any MOCAN re-grants proposals and decision-making.
3. Oversee all aspects of MOCAN operational management including but not limited to facilities, equipment, technology, insurance, and consultants. Hire additional employees as necessary and appropriate. Provide vision and lead the MOCAN staff by creating a framework for accomplishing goals and objectives; developing, monitoring and overseeing the budgets; developing strategies and tactics to successfully advance work; prioritizing work for the team; and putting policies and procedures in place.
4. Build champions and supporters by soliciting external resources to support work, engaging key stakeholders, making presentations, representing MOCAN on various boards and committees, and responding to strategic requests. Develop long-term relationships with key stakeholders and funders based on mutual interests and a shared vision.
5. Oversee administrative management for MOCAN's Board of Directors including: collaborating with its leadership in planning Board meetings, creating the agenda and assembling materials, communicating with members, participating in Board meetings, orienting new members and arranging speakers and other resources for Board meetings.
6. With the Board and membership, review operating results of the MOCAN organization, compare them to established objectives and benchmarks, and take any needed steps for enhancement or improvement.
7. Ensure that MOCAN complies with applicable federal, state and local laws/regulations, including licensing, tax filings, and accounting standards. In conjunction with the Board and professional consultants, arrange for financial audits and the preparation of financial statements.
8. Oversee MOCAN's commitment to data collection tools and methods, establish data and research clearinghouse, and disseminate important articles and information. Maintain current knowledge specific to the work by monitoring new developments in the fields of career preparation, college access, college success, and nonprofit management.
9. Oversee MOCAN's governmental affairs and public policy work, including working with leadership and staff of the Missouri Department of Higher Education, Governor's office, federal and state legislators, and Missouri higher education institutions, among others.
10. Build productive partnerships with other statewide and regional career and college access organizations, associations, institutions, and initiatives.

## **EDUCATION, JOB KNOWLEDGE, AND EXPERIENCE REQUIREMENTS**

1. This position requires a Bachelor's degree, with a Master's degree strongly preferred. A minimum of eight years of work experience in a leadership or management position is required. At least five years of work experience should be in education, preferably with an emphasis on career preparation or college access. Nonprofit experience (working within an organization or in voluntary leadership) is essential. Experience working in governmental affairs and/or public policy is a bonus.
2. Passion for MOCAN's mission, civic engagement and all related programming, advocacy and educational efforts. A strong commitment to diversity, equity, and inclusion is required.
3. Be a visionary self-starter who can independently make strategic decisions, provide objective and fact-based information based on good judgment, and generate innovative ideas and solutions, while also able to work in close collaboration with others, and multitask due to a wide variety of tasks and constantly changing activities.
4. An engaging public speaker, equally confident and effective one-on-one with respected community members, donors, corporate contacts and large groups of passionate constituents.
5. Have eloquent and compelling written and oral communication skills, interpersonal skills, and organizational skills. Must feel at ease and have professional experience and demonstrated expertise with conducting many types of presentations for a wide variety of audiences.
6. Experience managing a team and actively developing talent; an ability to inspire and motivate others as well as manage conflict. Ability to foster a healthy organizational culture through teamwork and collaboration.
7. Be able to work positively and collaboratively with a Board of Directors and MOCAN members, as well as with and around others on a regular basis. Those people include, but are not limited to, employees of all levels within the organization, school leaders and superintendents, local, state, and federal officials, leaders and members of other organizations, customers, media representatives, vendors and visitors.
8. Strong relationship-building skills. A proven track record in securing funds or an aptitude for fund development, including knowledge of and success in attracting individual, corporate and foundation resources is required.
9. Demonstrably trustworthy and honest, and follow all best practices in protecting data and maintaining secure procedures. Will have access to sensitive and confidential information, and will be trusted to maintain these files and documents properly. These documents include, but are not limited to, personnel information, financial information, grant information, client proprietary information and other business related material.
10. Have prior budget experience and understanding of financial statements and profit/loss responsibility.
11. Superior problem solving and critical thinking capabilities.

## **EDUCATION, JOB KNOWLEDGE, AND EXPERIENCE REQUIREMENTS (continued)**

12. Attentive listening skills and an ability to react to stressful situations with diplomacy and tact.
13. An ability to work at a fast pace while staying focused and attuned to details.
14. An in-depth knowledge of Microsoft Office products (Word, Excel, Outlook and PowerPoint), and knowledge of basic office, computer, phone, and communication equipment.
15. A valid U.S. driver's license for travel is required. Employee must have the ability to travel for networking purposes and meetings.

### **ADDITIONAL DETAILS:**

MOCAN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**All inquiries and submissions will be held strictly confidential. To apply, submit your resume and a thoughtful cover letter to Melissa Findley at:**

**Email:** [Melissa.findley@moslf.org](mailto:Melissa.findley@moslf.org)

**Phone:** 636.733.3716

**Deadline:** April 12, 2019