

The MN Deer Hunters Association (MDHA) Executive Board is announcing the search for an Executive Director. "We will be looking for a candidate that will fill a very important leadership role," emphasized State President, Denis Quarberg. "We are hoping to receive applications from not only across the state but nationwide in order to have a multitude of qualified candidates to choose from. We are looking forward to the opportunity to hire an individual who will be vital to the future of MDHA, our natural resources and our hunting heritage for decades to come."

The Executive Director Position posting will be closing August 26<sup>th</sup>, 2022. Resumes with cover letters must be received by 4:30 pm CST to Kim Dobberstein via email at [kimd@mndeerhunters.com](mailto:kimd@mndeerhunters.com) or mail to Attn: Kim Dobberstein, Executive Search, Minnesota Deer Hunters Association, 460 Peterson Road, Grand Rapids, MN 55744. After that time the posting may be reopened if necessary.

**Position**

Executive Director, Minnesota Deer Hunters Association (MDHA)

**Location**

Grand Rapids, MN State Office – 460 Peterson Road, Grand Rapids, MN 55744

**Employment Conditions**

Permanent, Full – Time, Salary

**Salary**

Starting at \$70,000 Dependent on Qualifications

**Benefits**

Paid Time Off  
Healthcare  
Retirement Plan

**Job Purpose**

Executive Director will lead and influence MDHA towards growth in accordance with the strategic plan set by the Board of Directors, the Corporate Bylaws and MDHA's mission of building our MN Hunting and Conservation Legacy through education, habitat and advocacy.

**Primary Duties and Responsibilities**

The Executive Director's job duties include:

**Leadership**

- Collaborate with the Board of Directors pursuing the vision and strategic plan to guide MDHA.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect MDHA.
- Foster effective team work between the Board, Executive Director, staff and chapters.
- Conduct official correspondence on behalf of MDHA.
- Represent MDHA at events in ways that strengthen the brand and communicate the mission.

**Operational management**

- Develop and implement an operational plan which incorporates goals and objectives that work towards the strategic plan and mission of MDHA.
- Work to ensure operation of the organization meets majority of expectations of its members, Chapters, Board and stakeholders.
- Draft organizational policies and procedures for Board approval. Ensure policies are reviewed on an annual basis and recommend changes to the Board as appropriate.
- Oversee planning, implementation, execution and evaluation of MDHA programs, services, and special projects.
- Monitor operations to ensure employees and business practices comply with regulatory and legal requirements.
- Identify, recruit, train and develop a team of employees who can lead departments and manage business functions to help further MDHA's mission.

### Financial management

- Work with staff and Finance Committee to prepare a comprehensive budget.
- Research funding sources, oversee the development of fund raising plans and implement funding proposals.
- Administer the funds of MDHA according to the approved budget and monitor cash flow.

### Community relations/advocacy

- Develop the MDHA culture, promote transparency, and collaboration throughout the organization.
- Establish relationships and partnerships with other conservation groups, donors, sponsors, legislators and state agencies to help achieve the strategic goals of the organization.

## **Qualifications**

### Education

Bachelor's Degree in Business Administration, Marketing preferred.

### Experience

Minimum 5 years' experience with proven leadership.

### Knowledge, skills and abilities

- MDHA's mission and strategic plan goals
- Leadership and management principles as they relate to non-profit/voluntary organizations
- Current legislative issues regarding MDHA mission related concerns
- Human resources management
- Financial management
- Project management and implementation
- Proficiency in public speaking
- Proficient in written communication
- Building partnerships and collaborators
- Proficiency in the use of computers
- Marketing experience
- Magazine publication management

### Personal characteristics

The Executive Director must demonstrate competence in adaptability, ethics, building relationships, communicating effectively, creativity and innovation, be able to focus on needs, foster teamwork, lead, make decisions, organize, plan, solve problems and think strategically.

## **Working Conditions**

- Executive Director usually works in an office environment, but the mission of the organization will sometimes take them to non-standard workplaces.
- Executive Director works a standard work week, but will often work evenings, weekends, and extra hours to accommodate activities such as Board meetings and other public events.

## **HOW TO APPLY**

Please send resume with cover letter to Kim Dobberstein via email at [kimd@mndeerhunters.com](mailto:kimd@mndeerhunters.com) or mail to: Attn: Kim Dobberstein, Executive Search, Minnesota Deer Hunters Association, 460 Peterson Road, Grand Rapids, MN 55744.