



## SkillsUSA Minnesota Executive Director

Please send cover letter, resume, and three references electronically to:

[hiring.committee@mnskillsusa.org](mailto:hiring.committee@mnskillsusa.org)

Posting will be open until November 1, 2021

### About SkillsUSA:

Established in 1965 as a 501(c)3, nonprofit organization, SkillsUSA [www.skillsusa.org](http://www.skillsusa.org) is a national membership organization serving high schools, college, and middle school students who are preparing for careers in trade, technical, and skilled service occupations. SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce.

SkillsUSA Minnesota [www.mnskillsusa.org](http://www.mnskillsusa.org) serves high schools and colleges in 151 technical education classrooms across the state. There were 2,405 members of SkillsUSA Minnesota in the 2018-19 academic year. SkillsUSA Minnesota is partially funded through the Minnesota Foundation for Student Organizations (MFSO) [www.mnfso.org](http://www.mnfso.org).

The heart of SkillsUSA is the work of its over 19,000 classrooms conducting SkillsUSA training nationwide. SkillsUSA Minnesota follows the national Program of Work for SkillsUSA following six major categories:

- Advocacy and Marketing
- Community Engagement
- Financial Management
- Leadership Development
- Partner and Alumni Engagement
- Workplace Experiences

## Job Summary

As the chief spokesperson of the organization, we seek an individual who enjoys networking and has a high comfort with public speaking and requisite presentation skills. Strong written communication is a must and the ability to speak extemporaneously on multiple topics within the organization would be highly preferred. Experience in fundraising and creating partnerships is important.

The primary responsibilities of this position are to effectively implement and manage statewide SkillsUSA programs and to maintain communication with state SkillsUSA technical committees. It is critical that this person carry out all duties in alignment with the SkillsUSA mission. This position is responsible for carrying out the business and activities of the SkillsUSA Minnesota organization including but not limited to fund raising, recruiting, large event planning, and creating industry partnerships under the authority of the Board of Directors.

## Job Details

### Type

Full time salaried that reports to the SkillsUSA Minnesota Board of Directors.

### Location

This is a completely remote work position, but in-person attendance is required at board meetings, conferences, and other meetings or events as described below in travel requirements, current and ongoing health and safety guidelines are observed at all times.

### Travel

This position requires ability to travel. The following events require participation, some on evening/weekends:

- SkillsUSA MN Board of Directors meetings (4 times a year)
- MFSO Foundation Meetings, various locations within Minnesota (3-4 times a year)
- SkillsUSA MN Fall Leadership Conference (4 days in October)
- State Officer Training (Dates as arranged with officer team)
- Technical committee meetings for State Conference, as needed.
- State SkillsUSA MN Conference (4-5 in late March/Early April)
- National SkillsUSA Conference (7-8 days late June)
- Travel throughout state of Minnesota as needed for recruiting and maintaining industry partnerships

Other travel requirements depend upon financial approval of the board of directors, including but not limited to:

- Develop relationships with Minnesota Department of Education and Minnesota State.
- National State Director Conference in August (3-4 days) locations varies nationwide.
- Occasional training workshops hosted by National SkillsUSA

## **Job Duties**

- Plan, develop, conduct and evaluate regional and state SkillsUSA activities such as leadership training, advisory training, annual conference, related competitions, and other SkillsUSA program support.
- Actively recruit new members and alumni, support, coordinate and facilitate establishment of new chapters throughout the state.
- Establish SkillsUSA as an education solution to state education agencies and local school districts.
- Plan and execute all aspects of multi-day state conferences for student members including scouting and contracting venues, assembling and maintaining a volunteer pool, and coordinating professional development opportunities.
- Facilitate a state officer training program
- Grow funding and partnerships supporting programing initiatives
- Provide professional development and guidance to the Minnesota SkillsUSA Executive Board
- Communicate with the organization via multiple channels
- Ensure cohesion between the state and national organization

## **Qualifications**

- Preferred 2-year diploma or degree
- Ability to demonstrate passion, integrity, positive attitude, mission-driven, and self-directed
- Previous experience in an organizational and leadership position
- Demonstrated ability to organize, direct, plan and coordinate operations
- Ability to communicate effectively in both verbal and written formats
- Experience supervising other leaders
- Ability to multi-task
- Familiarity with the different computer platforms & social media
- Public speaking experience required
- Ability to travel and work flexible hours.
- Current valid driver's license and proof of vehicle insurance
- Background check required

## **Compensation**

\$45,000-\$65,000

Full-Time 100% Remote

Bonus structure available based on performance

Open to any region in Minnesota

Not benefits eligible