



Position Title: Managing Director - Twin Cities

Minimum Experience: 10-15 years of relevant work experience as a project manager, relationship manager, nonprofit executive, corporate leader, or all of the above. Nonprofit experience or Compass Pro Bono volunteer experience is strongly preferred.

Requested Education: Bachelor's degree or equivalent experience required. MBA, comparable graduate degree, or equivalent experience is preferred.

Type of Position: full-time (negotiable), flexible schedule

Compass Overview: Compass Pro Bono forges lasting ties between local nonprofits and local business professionals to empower thriving, equitable, resilient communities. Compass Pro Bono believes that thriving, equitable, resilient communities are ones in which the local business and local nonprofit sectors are deeply interconnected. We believe that local nonprofits play a critical role in community well-being, and that local business professionals can play a critical role in local nonprofits' success. We envision a world in which nonprofits consistently have access within their own communities to the business strategy resources they need to thrive, and in which business professionals are empowered to seamlessly leverage their business acumen to sustain the nonprofits serving their communities. Toward these ends, we operate, among other programs, pro bono consulting projects (for which we recruit, train, and curate teams of volunteer business professionals to support local nonprofits' business strategy needs); board placement and matching; and board training and facilitation.

Position Overview: Are you the unique combination of a strategic thinker and hands-on doer with entrepreneurial energy hungry to make a lasting difference in your community? Does the thought of being a highly visible figure in, and integral contributor to, the viability of the local nonprofit sector thrill you? Do you get energized by talking to business people, figuring out what makes them tick, and connecting them with meaningful volunteer opportunities? Does gathering together resources to drive impact excite you? Does the thought of helping nonprofit leaders reframe their business strategy dilemmas into solvable problems seem like fun? Does shepherding teams of busy, yet eager, skilled volunteers to success feel like a meaningful way to spend your days? Do you thrive when juggling a variety of projects and when no two workdays are alike? Do you have an obsessive attention to detail? Are you a people person with a can-do, customer-service orientation? Do you want to work with a fantastic team at a high-performing social impact organization? If you're shouting "YES!", then this is the position for you!

Your mission: Build Compass Pro Bono's operations and reputation within the Twin Cities, establishing it as *the* go-to capacity and organizational-resilience-building partner for local nonprofits and *the* go-to partner for skilled volunteers eager to make a meaningful difference in the community.

This role is part entrepreneur, part fundraiser, part volunteer recruiter, part brand ambassador, part nonprofit leader executive coach, part team curation magician, part hands-on relationship manager, part volunteer team cheerleader, part program strategist, and part project manager.

To be successful in this role, you will: be comfortable working in Slack, G-Suite, and Salesforce – or comparable platforms and tools; be successful with simultaneously attending to the (often-competing) demands of local



nonprofits, local skilled volunteers, and local funders; and be both at ease with, and effective, working in a hybrid work environment.

The position is based in the Twin Cities region of Minnesota. The Managing Director will work remotely, with occasional travel 2-3x/year to Washington, D.C. The Managing Director will need to attend and/or facilitate periodic evening and weekend in-person and virtual events, with notice. The position reports to the CEO, partners with national staff, collaborates closely with the Associate Program Manager and the On Board and On Demand Directors, and coordinates with the other Compass Pro Bono cities' Executive, Program, and Managing Directors.

Responsibilities:

As the public face, and leader, of Compass in the Twin Cities, the Managing Director - Twin Cities is responsible for 1) building Compass' brand recognition across the Twin Cities; 2) fundraising within the Twin Cities; 3) recruiting volunteers within the Twin Cities and 4) delivering high-quality programming across the Twin Cities.

Specific responsibilities include:

- Build Compass' brand recognition and reputation across the Twin Cities
 - Attend at least 5-10 volunteer, nonprofit, corporate, and/or funder/partner events per year for the purpose of building Compass Pro Bono's' brand recognition
 - Secure at least 2-4 speaking engagements/year in the Twin Cities in forums where nonprofit leaders, CSR professionals, corporate leaders, or skilled volunteers congregate
 - Promote Compass Pro Bono's full suite of services and programs to all members of the Twin Cities nonprofit community
 - Collaborate with Compass Pro Bono's On Board, low bono strategic planning, and On Demand leads to identify Twin Cities nonprofits eligible for those programs and disseminate program information to the Twin Cities nonprofit community
- Raise a minimum of \$50,000 - \$100,000 in year 1 from sources in the Twin Cities
 - Steward existing, and recruit new, corporate partners for all aspects of Compass Pro Bono's programming activities in the Twin Cities. Solicitation of corporate partners will include, but is not limited to, program sponsorship, volunteer recruitment, event sponsorship, and On Board participation.
 - Cultivate and secure area foundation and corporate partners
 - Steward existing Twin Cities individual donors (non-Board) and cultivate new Twin Cities individual donor prospects
 - Steward, recruit, and staff Compass Pro Bono's Twin Cities Board. Ensure 100% of Twin Cities Board members make personal donations *and* participate in one or more of Compass Pro Bono's peer-to-peer fundraising campaigns
- Lead nonprofit client recruitment, selection, and onboarding for all Twin Cities team-based *pro bono* consulting projects

- Cultivate new and returning nonprofit client prospects
- Conduct 2-4 nonprofit info sessions/year
- Conduct scoping calls with 15-30 prospective nonprofit clients/year
- Train and facilitate the Client Selection Committee
- Conduct an annual orientation for each nonprofit cohort
- Lead volunteer recruitment, selection, matching, onboarding for all Twin Cities team-based *pro bono* consulting projects
 - Recruit 50-100 Twin Cities volunteers/year
 - Cultivate past and returning volunteers
 - Actively promote volunteer opportunities through your personal and professional networks and on social media
 - Promote volunteer opportunities through at least 10-20 different channels each cycle (e.g. corporate partners, area business school alumni clubs, local volunteer listings, foundations, channel partners, etc...)
 - Recruit, cultivate, interview, and select Project Leaders (PL) and Project Advisors (PA)
 - Conduct at least 3-5 volunteer info sessions / year
 - Curate 10-15 volunteer project teams and match PLs and volunteers with nonprofit projects
 - Match PAs with PLs and project teams
 - Conduct annual PL, PA, and volunteer team member trainings
 - Conduct annual PL Mid-Project review session
- Ensure all Twin Cities team-based *pro bono* consulting project nonprofit clients and volunteers have a positive experience by offering active support, maintaining multiple touch points, and timely troubleshooting challenges
 - Reach out directly to every PA at least 3 times per project cycle
 - Reach out directly to every PL at least 3 times per project cycle
 - Reach out directly to every nonprofit client ED at least 3 times per project cycle
 - Review mid-project and post-project local survey data, and use results both to course correct programming mid-stream, as needed, and adapt it for future years
 - Troubleshoot and timely resolve any project-related challenges raised by nonprofit clients or volunteers
- Actively contribute to the continued evolution of Compass Pro Bono's programming
 - Participate in cross-Compass initiatives to improve volunteer and client recruitment, selection, training, and support; program service lines; program delivery; program data management; and program reporting
 - Inform Compass Pro Bono's nonprofit and volunteer marketing collateral, application forms, info session decks, and training decks and guide their last-mile adaptation for Twin Cities
 - Inform Compass Pro Bono's evolving strategy for using data for continuous program improvement
 - Gather stories and reports about local programming for use in Compass Pro Bono's fundraising and marketing efforts



Qualifications:

- Passion for Compass Pro Bono's mission
- Strong relationship-building and relationship-management skills; ability to communicate and connect with a wide variety of people
- Demonstrated expertise in fundraising, relationship cultivation, and project management
- Self-starter with proven ability to stay on top of multiple requests and deadlines while working remotely
- Team player who enjoys collaborating with colleagues
- Proactive problem-solver with the drive to take initiative and the judgment to know when to seek guidance and support
- Ability to communicate clearly and concisely in English, in writing, verbally, and visually
- Excellent judgment and discretion with handling sensitive or confidential information
- Experience either volunteering with Compass Pro Bono, as a professional skills-based volunteer, or working in a nonprofit or social impact organization strongly preferred
- Experience with G-Suite, Slack, and Salesforce a plus

Compensation

Starting salary for this role is in the range of \$75,000-\$90,000, commensurate with experience. Compass Pro Bono's current benefits package includes: significant schedule flexibility; a generous paid leave package that includes flexible PTO, federal holidays, and 10 fixed mental health days each year during which the entire organization closes; medical, dental and vision benefits; a 401K plan with a 1% employer contribution; and employer-funded short- and long-term disability insurance.

Compass Pro Bono Diversity, Equity and Inclusion Statement

At Compass Pro Bono, a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, or disability, feel valued and respected. We are committed to a nondiscriminatory culture and provide equal opportunity for employment and advancement. We respect and value diverse life experiences and heritages and are committed to maintaining an inclusive environment with equitable treatment for all.