



803 Roosevelt Avenue • P.O. Box 1108 • Detroit Lakes, Minnesota 56502-1108  
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## Memorandum

**To:** Distribution  
**From:** Nathan Fetting, Chair  
Board of Directors *NF/dmg*  
**Re:** Position Vacancy  
**Position:** Executive Director  
**Hiring Authority:** Board of Directors  
Nathan Fetting, Chair

**Date:** February 26, 2019  
**Position Number:** 19-03  
**Regular Full-Time Position**  
**Location:** Administrative Office  
**Address:** Nathan Fetting  
C/O Dana Gulson  
Rural Minnesota CEP, Inc.  
803 Roosevelt Avenue  
PO Box 1108  
Detroit Lakes, MN 56502

**Filing Deadline:** March 29, 2019

### Compensation:

Competitive salary determined by candidate's skills, knowledge and abilities pertaining to this position. Fringe benefits include medical, dental, life, LTD insurance, TSA matching and generous PTO accrual.

**Primary Objectives of Position:** Provides leadership to private nonprofit corporation providing employment and training services in north central Minnesota. Establishes policy and agency direction in accordance with Board guidance. Directs Management Team in providing administrative support to eight CareerForce offices. Conducts public relations activities to affect positive image for agency. Interacts with state and federal legislators to maximize funding to the agency. Works with state, federal and local administrators to impact agency-favorable business decisions by those entities.

**Dimensions of Position:** Directs all aspects of administrative and operational activities for an agency established in 1968, serving nineteen counties with eight service delivery teams, and an annual budget of approximately \$11,000,000; made up of federal, state, county and private funding.

**Primary Essential Functions:** Establishes agency policy and program service mix. Directs top management staff to plan, implement and achieve service objectives. Functions as Chief Executive Officer. Meets regularly with Board of Directors and Workforce Development Board. Final authority on all personnel actions. Engages with Minnesota Association of Workforce Boards, Department of Employment and Economic Development, Department of Labor and Counties on Workforce Development issues. Represents agency at meetings with local, state and federal administrators affecting agency business. Directs efforts to identify potential funding resources and to develop applications for same. Interacts with legislative representatives to affect change in program legislation, regulations and fund distribution. Active in associations of related professional practitioners. Requires frequent travel in the service region.

Supervises top management staff.

***"Your Future is Our Business"***

Daniel J. Wenner | Executive Director      Nathan Fetting | Board Chair      Carol Anderson | Workforce Development Board Chair

"Rural Minnesota CEP is an Equal Employment Opportunity / Affirmative Action Employer"

**Education and Expertise Preferred:**

1. Baccalaureate degree at a minimum, Master's degree preferred.
2. Experience in leadership, fiscal management and strategic planning.
3. Effective communications skills (orally and written) to include interpersonal skills in negotiating, conflict management, and consensus building.
4. Familiar with applicable federal and state legislation preferred.
5. Able to establish goals and outcomes with staff, committees and boards.

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Please post this vacancy announcement at all RMCEP offices. **The RMCEP Application for Employment, resume, and cover letter must be received by Friday, March 29, 2019, to be considered.** An RMCEP Application for Employment may be picked up at any RMCEP office or online at [www.rmcep.com](http://www.rmcep.com). To receive an RMCEP Application for Employment by mail, fax or e-mail, call Dana Gulson at 218-847-0714 or 1-800-492-4804. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider  
Upon request, this information will be made available in an alternate form.**

**Distribution:** One (1) copy each to: Hiring Authority, Director of Operations/HR, Director of Regional Initiatives, Program Managers, Office Manager, Administrative Services Assistant, IT Manager, Team Leaders, HR Specialist, Information Specialist and Bulletin Board.

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