



PIERSON HENRY

EXECUTIVE SEARCH PARTNERS



# POSITION PROFILE

EXECUTIVE DIRECTOR

Pierson Henry Executive Search is honored to support Minnesota Association of Professional Employees' search for an Executive Director

# ABOUT



## OUR MISSION:

**TO REPRESENT MEMBERS WITH RESPECT TO ALL TERMS AND CONDITIONS OF EMPLOYMENT, TO PROMOTE THE WELFARE OF THE MEMBERSHIP, AND TO ADVANCE THE INTERESTS OF ALL GOVERNMENTAL EMPLOYEES.**

# M PE

<https://mape.org>

3460 Lexington Ave N | Suite 300 | Shoreview, MN 55126



# THE OPPORTUNITY

## **EXECUTIVE DIRECTOR (ED)**

**LOCATION: LIMITED HYBRID — SHOREVIEW, MN (IN-OFFICE PRESENCE REQUIRED BASED ON ORGANIZATIONAL NEEDS)**

**SALARY: \$150,000- \$200,000 + BENEFITS**

The Minnesota Association of Professional Employees (MAPE) seeks an experienced and strategic Executive Director (ED) to serve as the organization's executive authority and lead the administration, operations, and implementation of MAPE's mission and priorities. In partnership with the President and elected leadership, the ED is vested with executive authority to manage and direct staff, programs, finances, and organizational operations in accordance with MAPE's Constitution, Bylaws, and governing policies.

The ED is accountable to the President, Board of Directors, Executive Committee, and other governing bodies for the effective administration of the organization and the successful execution of MAPE's strategic objectives. This role requires a collaborative and visionary leader with significant experience in union administration, organizational leadership, financial oversight, labor relations, legislative and political strategy, communications, and staff management. The Executive Director will foster a culture of accountability, transparency, inclusion, and excellence while ensuring MAPE remains a strong and effective advocate for its members.

# KEY RESPONSIBILITIES

## **Organizational Leadership & Strategy**

- Provide executive leadership to advance the mission, values, and long-term goals of the organization.
- Translate the strategic vision set by elected leadership into actionable plans and measurable outcomes and lead these initiatives with transparency.
- Exercise independent judgment in setting operational priorities and allocating organizational resources.
- Identify emerging challenges and opportunities and recommend strategic responses to governing bodies.

## **Staff Leadership**

- Serve as the chief leader of all staff. Collaborate with the staff leadership on matters such as hiring, supervising and evaluating employees, and follow contracts regarding disciplining and discharging employees
- The ED manages, addresses, and makes final decisions on all human resources and personnel matters.
- Establish a high-performing, values-aligned staff culture focused on collaboration, accountability and results.
- Direct senior staff and department heads to ensure coordination across programs and functional areas.
- Support staff development and establish a culture of inclusivity and transparency.

## **Operations, Finance & Administration**

- Oversee all internal operations to ensure organizational effectiveness, efficiency, and compliance.
- In collaboration with the Finance Director and finance work group, develop, manage, and execute the annual budget; ensure sound financial controls and long-term sustainability.
- Authorize expenditures, contracts, and operational commitments consistent with approved budgets and policies set by the Board of Directors.
- Ensure systems, policies, and procedures are in place to support staff, programs, and governance.

# KEY RESPONSIBILITIES

## **Governance Support & Accountability**

- Serve as the primary staff liaison to the President, Executive Committee, and Board.
- Implement decisions, resolutions, and policies adopted by governing bodies.
- Provide timely, accurate, and strategic information to support informed governance decision-making.
- Maintain clear boundaries between governance and management while ensuring organizational accountability.
- The Executive Director will report to MAPE Board of Directors.

## **External Relations & Representation**

- Represent the organization in coalitions, community partnerships, and strategic external relationships as delegated by the President or governing bodies.
- In partnership with the Board and the President, advance the organization's priorities through relationship-building with affiliates, allies, and stakeholders.
- Support political, legislative, and organizing efforts by ensuring staff and operational readiness.
- Maintain and nurture member relations in collaboration with the Board.

## **Authority & Decision-Making**

- In collaboration with the President and Executive Committee, exercise executive authority over all day-to-day operations, staff leadership, and administrative functions of the organization.
- Take all actions necessary to implement the constitution, bylaws, policies, resolutions, and directives adopted by the governing bodies.
- Direct and deploy staff, financial, and organizational resources in furtherance of organizational priorities and approved plans.
- Recommend policy, structural, and strategic changes to governing bodies and implement those changes once adopted.

# KEY RESPONSIBILITIES

## Member Engagement

- Operationalize and implement the directives and priorities set by member leaders, translating these into actionable plans for staff.
- Maintain the focus on member needs and perspectives in staff operations, underlining MAPE's identity as a member-led organization.
- Collect both formal and informal feedback from the membership to understand their sentiments, needs, and challenges, thereby ensuring staff initiatives are aligned with member needs.
- Transform member input into organizational strategies and initiatives, ensuring that member perspectives guide the association's activities.
- Maintain organizational agility to ensure that MAPE remains relevant and effective in serving its membership base.
- Act as a conduit between member leadership and staff, facilitating a two-way flow of information to ensure members are effectively represented and both staff and member input are integrated into organizational strategy.



# KEY RESPONSIBILITIES

## **Representation and Conflict Resolution**

The ED plays an indispensable role in maintaining the organization's internal cohesion, serving as a mediator in conflict situations and an advisor in decision-making processes. This function is critical not only for staff morale but also for achieving the union's mission and values effectively. As a key facilitator, the ED ensures MAPE's operational integrity is maintained, working in concert with staff, Board, Executive Committee and the President.

### **Specific Responsibilities include:**

- Act as an Impartial Mediator: Serve as a neutral and trusted advisor to both staff, the Board, and the Executive Committee, steering the organization through challenges in line with its goals and values.
- Promote Organizational Harmony: Foster a working environment conducive to cooperation and mutual respect among staff, the President, the Board, and the Executive Committee.
- Navigate Complex Decision-Making: Handle intricate situations related to decision making and conflict resolution among staff, and between staff and the Board, in a way that is consistent with MAPE's policies and values.
- Maintain Transparency and Constructive Relationships: Ensure open and transparent communication between staff and the Board, acting as a guardian of MAPE's principles during internal disagreements.
- Facilitate Timely Resolutions: Promptly address issues that arise to prevent minor disagreements from escalating into major organizational challenges, employing effective conflict resolution techniques as needed.
- Informed Decision-Making: Provide comprehensive information and insights to the Board, the President and Executive Committee to enable them to make well-informed decisions, respecting their roles in the organization's governance.

# QUALIFICATIONS

## Required

- Minimum of five years-experience effectively leading, managing, and administering the staff operations of a complex union/member organization.
- Possess knowledge of and have experience in union management, labor law, state government operations, finance and budget management, and the legislative process. Some knowledge of trade union organizations, contract negotiation, and lobbying is highly desirable.
- Demonstrate superior leadership skills, including the ability to organize, develop, and lead a professional staff, maintain appropriate office staffing levels, maintain and scrutinize a budget, and have database experience.
- Demonstrate superior interpersonal and communication skills, including the ability to forge positive working relationships with various stakeholders, and to communicate clearly and concisely across multiple platforms and with diverse audiences.
- Demonstrate superior problem-solving skills, including the ability to independently and collaboratively derive solutions to the challenges of management and staff operations.
- Demonstrate the ability to prioritize competing demands and manage multiple tasks simultaneously.

relation  
point of view  
**Union** ['ju:nje  
joining two o  
forming a co  
state of bein



# LIVING IN SHOREVIEW, MINNESOTA

**The MAPE office is located in Shoreview, MN. The Executive Director must reside in the Twin Cities metro area, and will work on site in the office based on the needs of the organization. A genuine passion for supporting workers and building healthy, respectful workplaces, and a desire to help mission-driven organizations thrive through strong people practices, is central to success in this role**

Shoreview is an amenity-rich community—anchored by beautiful parks and lakes, an excellent school system, and a fantastic community center, all in close proximity to Minneapolis and Saint Paul.

From the City of Shoreview website: “Shoreview provides a suburban lifestyle with abundant green space, along with easy and convenient access to city life. It was the first Minnesota city to be recognized as a “Bicycle-Friendly Community” by the League of American Bicyclists for the comprehensive trail and sidewalk system. Residents and visitors can take advantage of the 11 lakes, 15 parks, 60 miles of walking trails, and over 1,400 acres of green space.

We are equal distance from the downtowns of both Minneapolis and Saint Paul. You can easily get to U.S. Bank Stadium, Target Field, Target Center, Allianz Field, or Xcel Energy Center to catch professional sporting events, concerts, and festivals.”

LEARN MORE ABOUT THE REGION AT  
[WWW.THINKSHOREVIEW.COM](http://WWW.THINKSHOREVIEW.COM)



PIERSON HENRY  
EXECUTIVE SEARCH PARTNERS

# HOW TO APPLY

Executive Search Partner, Pierson Henry, has been retained to exclusively lead this search. If you are an accomplished executive leader with a strong background in labor organizations, membership associations, or mission-driven advocacy organizations, we encourage you to apply.

**MAPE seeks a leader who believes that strong unions are fundamental to a healthy democracy and a thriving workforce. The ideal candidate will understand the privilege and responsibility of serving a member-led organization and will bring a deep respect for collective action, democratic governance, and the voices of working people.**

All applicant materials will be confidential. If you are a person with a disability and need assistance applying, please contact us at [holly@piersonhenry.com](mailto:holly@piersonhenry.com).

---

To confidentially apply, please visit this link which will prompt you for your resume and a compelling cover letter outlining your interest. We will acknowledge receipt of your application via email.

MAPE is an equal opportunity employer and welcomes applicants from diverse backgrounds. We strive to build an inclusive team that reflects the communities we serve.

**HOLLY KELSEY HENRY**  
FOUNDING PARTNER  
**715-580-0479**  
**HOLLY@PIERSONHENRY.COM**

WWW.PIERSONHENRY.COM

