Position Profile
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The Organization
Who We Are

Guiding Principles

- Champion nonprofits
- Be a mutual and trusted partner
- Advance justice
- Stay curious
- Have fun

Part of our Theory of Change is that when nonprofits are well-led, well-resourced, and well-connected they achieve mission success. As we work toward our mission of fueling the impact and effectiveness of nonprofits with guidance, expertise, and capital, we use these principles as a strategy screen, as accountability markers, and as a handshake, whether you’re new through our door or an old Propel friend.

Our Mission: Fueling the impact and effectiveness of nonprofits with guidance, expertise, and capital
Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions including the ability to link strategy, governance, and finance and to support nonprofits throughout their organizational lifecycle. Propel Nonprofits was created from the 2017 merger of Nonprofits Assistance Fund and MAP for Nonprofits.

What We Do

Our Vision: A diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community
Propel’s Impact FY22

$18.7M lent to nonprofits and $2.7M granted to nonprofits

5,993 training participants and 71 financial leadership cohort participants

80 consulting projects, 54 fiscally sponsored projects and 27 accounting & finance projects

1,134 hours of free technical assistance

For more information about our impact, visit propelnonprofits.org/reports to read the most recent Quarterly Investors Reports and Impact Report.
About Minneapolis, Minnesota

One of the most progressive cities in the United States is Minneapolis, with quality-of-life advantages like a dynamic economy, multiple entertainment choices, great restaurants, and numerous recreational opportunities.
The Candidate Profile
Position Description

Title: President & CEO

Organization: Propel Nonprofits

Reports to: Executive Committee, Board of Directors

Direct Reports: Vice President & Chief Financial Officer, Vice President & Chief Program Officer, Loan Fund Director, and Senior Director of Advancement

Employee Count: 34

Location: Minneapolis, MN

Website: propelnonprofits.org
As the President and CEO of Propel Nonprofits, you will play a pivotal role in providing overall leadership, management, and strategic direction for the organization, ensuring the fulfillment of its mission, values, and purpose. Your key responsibility will be to lead the organization in its commitment to fueling the impact and effectiveness of nonprofits through guidance, expertise, and capital. In this crucial role, you will drive meaningful change and create a lasting impact on the nonprofit sector. You will leverage your visionary leadership and foster strong relationships with partners to drive the organization forward and solidify its position as a trusted and transformative force within the nonprofit landscape. With your strategic acumen and passion for social impact, you will shape Propel Nonprofits’ future, establishing it as a beacon of support and empowerment for nonprofits dedicated to making a difference in their communities.
Required Knowledge, Skills & Abilities ("Must Haves")

• The ideal candidate “Must Have” a proven track record of nonprofit leadership promoting racial equity and social justice, with 8+ years of executive or senior-level experience. A BA or BS degree in a relevant field is preferred. The candidate should demonstrate expertise in equitable hiring practices and designing inclusive strategies to address racial disparities effectively. They should deeply understand systemic issues and consistently apply a racial equity lens in decision-making processes.

• The ideal candidate “Must Have” a proven ability or extensive experience in developing a clear and compelling vision for an organization’s long-term growth and sustainability. They should demonstrate a strategic mindset in effectively identifying expansion opportunities, fostering strategic partnerships, and introducing innovative initiatives that align with the organization’s mission and values.

• The ideal candidate “Must Have” superior communication, presentation, and public speaking abilities. Their interpersonal skills should facilitate positive relationship management, demonstrating persuasiveness, negotiation, and diplomacy in their interactions.

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Required Knowledge, Skills & Abilities ("Must Haves") (cont’d)

- The ideal candidate “Must Have” a demonstrated history of active listening and effective team management, with a focus on promoting shared leadership principles. They should confidently introduce teams to the community and build unwavering trust among team members through skillful delegation, creating a supportive and productive environment. Their expertise lies in shared leadership and shaping organizational culture.

- The ideal candidate “Must Have” extensive prior experience in nonprofit financial management and a strong understanding of governance practices, and comprehensive knowledge of financial capital and functioning of capital funding. They should be capable of developing and managing budgets, making sound financial decisions, and ensuring compliance with regulatory requirements.

- The ideal candidate “Must Have” a track record of being an approachable and externally facing leader, actively engaging with the community, donors, investors, and partners. They should have a deep understanding of the nonprofit ecosystem as well as the role of advocacy and sector leadership.

- The ideal candidate “Must Have” extensive prior experience securing funds from diverse sources, including grants, investors, and financial institutions. The ideal candidate should possess the confidence and skill to effectively make funding requests and excel in managing capital relationships with banks and funders. Moreover, they should demonstrate a genuine commitment to supporting the organization’s mission while driving sustainable growth.
Other Desired Skills & Abilities

• **Shared Leadership and Experience with Nonprofit Boards**: The candidate should have a proven track record of effectively managing a diverse staff, fostering a positive work culture, and ensuring equitable opportunities for growth and development. Additionally, they should have extensive prior experience working with nonprofit boards.

• **Adroit Relationship Building and Navigating Partners**: The new President and CEO should convey confidence and leadership acumen, demonstrating a keen ability to navigate diverse partnerships and community dynamics. Their proficiency in forging robust internal and external relationships fosters unwavering trust and a collaborative environment, propelling the organization’s mission forward. Embodying accessibility and engagement, the candidate strikes a unique balance between humility and confidence. They enthusiastically roll up their sleeves to make time for others within the sector and actively contribute to the social space.

• **Adaptability in Diverse Urban and Rural Communities**: The leader should demonstrate adaptability and effectiveness in urban and rural communities. Understanding the distinct needs and challenges of each setting is vital to tailor Propel’s programs and services accordingly.
Essential Duties & Responsibilities

- Provide leadership in all facets of the organization to achieve mission and financial goals
- Foster effective teamwork and a healthy, supportive organizational culture
- Develop an appropriate staff structure and ensure that hiring, supervision, and staff development is effective and consistent with the organization’s vision and values
- Provide direct supervision to staff who report directly to the President and CEO
- Assure effective strategic and annual planning, including outreach and interpretation of community needs and external factors
- Evaluate and monitor the effectiveness of all organizational and program activities

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Essential Duties & Responsibilities (cont’d)

• Manage relationship with the Board of Directors and effective planning and implementation of board activities
• Provide leadership and direction to maintain fiscally sound operations for the current period, and to prepare for long-term financial health
• Develop and maintain positive, productive relationships with a broad range of constituents, including nonprofits, partner organizations, foundations, investors, government agencies, and community leaders
• Effectively communicate on behalf of the organization internally, with clients and funders, and represent the organization in the broader community
• Commitment to travel, fostering and expanding statewide and national presence, strongly emphasizing maintaining a physical presence in greater Minnesota
• Other duties as assigned or required to meet business needs
Relationship Ecosystem

- Engage in an intensive listening tour and community-based outreach to genuinely understand and empathize with community partners’ needs, aspirations, and concerns, forging the foundation for impactful partnerships that drive positive and transformative change.
- Establish a robust and all-encompassing network of diverse relationships with partners across Minnesota, while actively building a strong public presence.

Financial Sustainability

- Champion innovative fundraising strategies that captivate new donors and investors, cementing solid and enduring financial backing for the organization’s mission.
- Advance initiatives that meet the needs of community partners while ensuring the organization’s financial sustainability and resilience; including implementing revenue growth strategies and diversifying funding sources for long-term stability.

Organizational Development

- Continuously strengthen the organizational culture and impact through shared leadership, optimizing effectiveness, promoting engagement and inclusivity, aligning values, valuing diversity, enhancing employee satisfaction, nurturing high-potential talent, fostering adaptability, and establishing clear priorities for the management team’s success.
Compensation

Propel Nonprofits’ salary is commensurate with experience, within the framework of the organization’s annual operating budget, as well as excellent benefits and perks including but not limited to:

• Comp. Range $200-$240K
• Health
• Dental
• Life, Short, and Long-Term Disability Insurance
• 403(b) Retirement Plan
• Generous paid time off program
Propel Nonprofits Search Committee

Jean Adams  
Co-Chair  
Principal, JMAdams Advisors

Thomas Adams  
Executive Vice President of Housing and Services,  
CommonBond Communities

Gema Alvarado  
Workforce Wellness Facilitator,  
Hormel Foods

Sean Kershaw  
Director of Public Works,  
City of Saint Paul

Patty Pannkuk  
Senior Vice President,  
Philanthropy, Wells Fargo

Diane Tran  
Co-Chair  
System Executive Director of Community Health Equity & Engagement, Fairview Health Services
Propel Nonprofits has retained BroadView Talent Partners to lead this search. “Interested and Qualified” candidates should contact: **Melania DaSilva Deaver**

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About BroadView Talent Partners
Executives in affordable housing, nonprofit, and middle market organizations retain BroadView Talent Partners to fill senior leadership team positions because they value our specialized knowledge and proven process for identifying executive talent using our unmatched national network, commitment to diversity, equity, and inclusion (DEI), and record of long-tenured placements.
Thank you!