



The [Minnesota Inter-County Association](#) (MICA), a non-profit government advocacy and services organization, is looking for an Executive Director to further its work on behalf of its 15 member counties.

Responsibilities

The Executive Director:

- serves and reports to a 30-member board of directors and its five-member executive committee. The board of directors meets monthly, and the executive committee at least three times a year.
- establishes the policies, agendas, and advocacy strategy of the organization under the oversight of the board of directors and the executive committee.
- with a staff of four other lobbyists, advances the organization's legislative agenda and provides weekly and end of session reporting on legislative actions.
- with the assistance of MICA staff, organizes and attends periodic meetings for several county-programmatic staff committees and provides services to them.
- provides periodic reports and analysis to member counties on property taxes, state aids, or other policy priorities.
- presents in-person reports on the outcomes of the legislative session to each member county's board of commissioners, annually.
- maintains and updates the organization's website.
- administers the organization, including management of a small staff and association office, website, and technologies.
- oversees compliance with all regulatory and financial reporting requirements.

Qualifications

A successful candidate will have a working knowledge of the legislative process, the ability to quickly learn the policies affecting the array of services that counties provide, and quickly analyze how proposed policy changes will affect MICA's member counties. The candidate will also have the capacity to conduct or lead qualitative and quantitative analysis, effective written and verbal communication skills, and the ability to relate to policymakers reflecting a broad spectrum of political leanings in both informal and formal settings. The Executive Director's responsibilities include human resource management and the oversight of office functions, including database management and communications management via multiple mediums.

Applicants must have an advanced degree in a relevant field or bachelor's degree in a relevant field with at least five to ten years of progressively increasing experience in management, legislative advocacy, or public policy research.

Salary Range

The starting salary range for this position is \$150,000 - \$190,000, plus retirement, insurance, and other benefits.

Application Deadline and Start Date

To apply, visit <https://daviddrown.hiringplatform.com/276452-minnesota-inter-county-association-mica-executive-director/1060945-application-form/en>, and complete the application process by December 2, 2024. Applicants selected for an interview will be notified, with interviews planned to begin shortly after the application deadline.

Applicants should be available to begin employment in January 2025.