

Title	Executive Director		
Status	Full-time Exempt	Reports To	Board of Directors

Position Summary

Evolve Grand Forks is seeking a well-organized, passionate advocate for the Grand Forks entrepreneurial community. The Executive Director will be responsible for growing Evolve Grand Forks and its coworking space, The 701, as it strives to enable businesses and nonprofits to reach their highest potential. Evolve Grand Forks is a non-profit organization; for more information, visit www.evolvegf.com.

Essential Duties & Responsibilities

- | Lead Evolve Grand Forks' strategy in supporting a culture of entrepreneurship in the greater Grand Forks region
- | Work with the board of directors to achieve long-term, financial sustainability for the organization by maintaining relationships with community supporters and sponsors, grant writing, event revenues, and alternative revenue streams.
- | Oversee, with the lead of a part-time community manager, the activities and operation of The 701 Coworking Space, including development of prospective coworkers.
- | Oversee, with the lead of a part-time marketing and content manager, the marketing activities of Evolve Grand Forks and its programs, including The 701 Coworking Space .
- | Promote and champion Evolve Grand Forks, the entrepreneurs it supports, and the community of Grand Forks.
- | Organize, promote, and execute events that connect entrepreneurs to resources and each other, as well as events to promote career opportunities in the region.

Required Knowledge, skills, abilities

- | Must be well organized
- | Able to meet deadlines.
- | Must be a good listener, collaborative partner, and exhibit a wiliness to overcome barriers
- | Proficient operating computer software/systems including Microsoft applications, website management systems, and social media applications.
- | Ability to analyze, problem-solve, think strategically
- | Ability to curate and coordinate events, conferences, and meetups

- | Have strong familiarity with the Grand Forks region, its attributes, and opportunities for residents
- | Must demonstrate competence in reading, creating, and understanding financial documents, including budgets, cash flow, income statements, balance statements, and statements of functional expenses. Highly self-motivated with the ability to multi-task effectively
- | Excellent written and verbal communication skills – comfortable with public speaking
- | Requires a bachelor’s degree in business, nonprofit leadership, marketing or communications, or related field and a minimum of 2 years related experience

Salary & benefits

- | Pay \$42,000
- | Single Medical Insurance Offered
- | Paid time off and holidays
- | Expense reimbursement

Potential candidates are asked to send a copy of their resume and cover letter to brandon@evolvegf.com to be considered.