



Chief Executive Officer **Midwest Assistance Program, Inc.** *Maryville, Missouri*

The [Midwest Assistance Program, Inc.](#) (MAP) is a non-profit organization serving the nine Midwestern states of Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming. MAP is a partner of the Rural Community Assistance Partnership, Inc. (RCAP). Midwest Assistance Program assists rural communities and utilities with drinking water, wastewater and solid waste issues, finding solutions to their infrastructure needs.

MAP is dedicated to helping rural communities (generally under 3300 residents, with limited resources, in the 9-state region) improve their environment and quality of life, and achieve self-sustainability. Since 1979 MAP has supported hundreds of communities and tribal nations to have a public infrastructure and maintenance capacity that is safe, healthy, environmentally sound, and compliant.

With staff based in all nine states of its region, MAP maintains a central office for four staff (currently) in Maryville, MO. The CEO may reside in and work from a location in the nine-state region with the ability to travel within the region and to the central office up to 50% of time.

Who We Are

Through MAP's individualized support, rural communities, tribal nations, water and wastewater districts, homeowner's associations, lake associations, and other small utilities find solutions to sustain infrastructure safely and efficiently while revitalizing the communities. MAP's current annual budget is \$5.6 million with 50 employees. In FY'22 MAP served 935,000 people in 647 rural communities and tribal nations, nearly 216,000 households with a median household income of \$45,404. Last fiscal year, 201 new projects were initiated including services in 90 water districts and 79 schools.

MAP is funded by various federal, regional and state grants and contracts, which often allows a majority of services to be provided at no cost to the community. Types of services include:

- **Infrastructure Development** - Utility upgrades, repairs, replacements and new infrastructure.
- **Management & Finance** - Assist with management policies and procedures, bookkeeping, record keeping, budgeting, reporting and asset management.

- **Source Water Protection** - Provide comprehensive assessments and protection plans.
- **Operations & Maintenance** - Work with utilities to improve, establish and troubleshoot systems.
- **Solid Waste** - Improve operations and/or develop solid waste plans and programs.
- **GIS** - Basic mapping, data collection and asset management, production of maps and GIS training.
- **Private Well Assessments.**
- **Training** - Expert training focused on meeting the community needs.
- **Disaster / Emergency Management** - Assistance in completing vulnerability assessments and emergency response plans.

Position Summary

The Chief Executive Officer (CEO) provides the visionary and strategic leadership to accomplish the organization's mission and meet its goals and objectives. The CEO formulates plans and policies and allocates resources for the accomplishment of the goals, and determines the allocation of duties, responsibilities, and authorities of subordinates. The CEO reports to and is accountable to the Board of Directors for the achievement of agency-wide outcomes. The CEO also serves on the RCAP board to represent MAP and its interests.

Key Responsibilities

- **Management** – Develop and manage operating programs consistent with the organization's mission and goals; ensure all contracts, grants, agreements, policies and procedures are properly carried out; coordinate all MAP programs and initiatives; coordinate MAP activities with state agencies and with other appropriate agencies.
- **Planning and Program Development** – Establish short-range objectives and work plans, research and evaluate potential program areas for MAP based on board-approved strategic plans and goals; develop and implement new programmatic activities as required by funding sources and by capitalizing on opportunities for new service areas; identify and encourage collaborative relationships with potential partners and funders; supervise MAP's development efforts including governmental, corporate and foundation resources.
- **Personnel** – Develop and implement human resource policies for all personnel according to MAP requirements, policies, and values in compliance with applicable laws and statutes; direct the recruitment, hiring, training, and evaluation of employees; direct the employee benefits program; provide leadership for an efficient, well-managed, effective, and people-friendly organization.
- **Fiscal Operations** – Prepare draft budgets and business plans for review by the board; develop, maintain and implement fiscal policies and procedures in accordance with board directives; establish, implement, and maintain internal control procedures; ensure all corporate fiscal obligations are properly met, and

the books and records are in compliance with acceptable accounting standards and applicable laws and regulations.

- **Board of Directors** – Oversee preparations of meetings and events of the Board of Directors; provide guidance to the board in developing strategic and annual goals, objectives, and planning priorities and policies; implement board directives and decisions; provide timely reports to the board on the status of finances, operational achievements, personnel changes, and other subjects as directed.
- **Policy Development** – Coordinate the identification of rural policy issues; present information and testimony on policy positions and RCAP activities when requested; collaborate with other parties on policy positions affecting rural communities and MAP's interests; advocate for goals of RCAP, Inc. and the RCAP network.
- **Public Relations / Communication & Marketing** – Establish and maintain an effective system of communications and education throughout the organization and network; increase awareness of MAP and MAP programs regionally; develop and maintain appropriate relationships with government and agency staff; represent the organization with funding sources, the financial community, business partners, other organizations and public entities.
- **Production Management & Quality Control** – Establish and maintain an effective system of production management and quality control for all MAP's programs and activities to assure compliance with requirements of funding sources and optimize results in rural communities.

Required and Preferred Qualifications

The **ideal candidate** for this position possesses (in addition to the required qualifications):

- Visionary, future-focused and analytical thinking to pursue the next steps for MAP.
- Understanding of the culture, needs and changing profile of rural America – from personal and/or professional experience.
- Leadership experience in federal and state grant and project funding: from step one to planning the budget to matching staff capacity.
- Demonstrated ability in diversifying services and revenue streams – ability to recognize and develop partnerships and alliances for new opportunities (public/private relationships or partnerships) and plan for growth.

Non-Profit Management

- Five years or more experience working in a Not-for-Profit organization (at least two of those years in an upper leadership role) required. Successful, demonstrated achievement in a leadership role as an executive or management position.
- Experience leading, supervising and inspiring staff in remote locations.
- Sound knowledge and experience of non-profit administration principles and management concepts, including budgeting, board management, resource

allocation, auditing, asset management, marketing/public relations and program management.

- Experience working with a Board of Directors or other governing body structure that works with policy, operational, and fiduciary authority and responsibilities.

MAP Specific Knowledge and Experience

- Working knowledge of federal, state, and local government agencies, programs, issues, and regulations required.
- Working knowledge of program and project management required.
- Knowledge of water and wastewater programs supported by federal agencies such as USDA RD and EPA preferred.
- Working knowledge of and experience in legislative advocacy and regulations pertaining to lobbying preferred.
- Knowledge of rural economic development programs.
- Understanding of outreach and networking principles, including the capability of developing collaborative relationships.
- Communication skills to create a visible public presence for MAP in the region and nationally and working understanding of community organizing dynamics.
- Ability to relate effectively with a wide variety of personalities internal and external to the organization based on established MAP values.

Education

- Master's Degree in Public Administration, Non-Profit Management, Association Management, or related discipline. Or Bachelor's Degree in any Management field and five or more years of experience managing/leading an organizational element with diverse requirements over a large geographical area (20 or more years of leadership experience and training may be substituted for formal education).

Travel

- Up to 50%-time in travel, mostly in MAP's nine state region.

Compensation

The annual salary for this position is \$130,000, in accordance with the background and experience of the selected candidate. MAP currently provides medical, dental and vision plans with a generous contribution to family coverage. In addition, disability and life insurance coverage are provided, FSA and HSA plans are supported, and employees receive matching contributions to a 401(k) retirement plan.

Statement of Non-Discrimination

MAP is an equal opportunity provider and employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, military or veteran status, sexual orientation, or any other protected classification, in accordance with applicable federal, state, and local laws.

Application Process

The search for the Midwest Assistance Program CEO is being conducted by The Moran Company. To apply for this position, submit resume and cover letter to Bruce Scott, The Moran Company. Within your cover letter or resume, please be sure to provide a description of your qualifications related to the Position Summary and qualifications.

APPLY NOW