

Association Director

The Minnesota Association of Workforce Boards (MAWB), an affiliate of the Association of Minnesota Counties (AMC) and the National Association of Workforce Boards (NAWB), is seeking a Director.



The ideal candidate will have knowledge of workforce development issues, experience with association management, and an understanding of state and federal administrative and legislative processes. The position requires the ability to work with a diverse membership of business leaders, elected officials, and workforce development professionals. The position has broad authority to serve as a liaison between MAWB and local, state and federal officials. The Director is an employee of the AMC and works closely with AMC and other partners on a coordinated legislative agenda. The position reports to the MAWB Chair and Board of Directors and the AMC Executive Director.

Responsibilities include:

- Managing the association's day to day operations, including budget management, meeting planning and support, and membership services;
- Advocating for the association's legislative agenda, including serving as a registered lobbyist;
- Serving as a liaison between state agencies and workforce boards; and
- Conducting research/analysis of employment and workforce development policy issues.

The successful candidate will be a self-starter, have ability to understand and communicate complex subject matter to a variety of audiences, possess the ability to achieve consensus on controversial issues, and have strong organizational skills. This position requires the ability to adapt to a consistently changing work environment.

A bachelor's degree plus a minimum of three years applicable experience required. Applicants must be proficient with general office technology including, but not limited to, Microsoft Office. Overnight travel is required occasionally throughout the state of Minnesota.

AMC offers competitive benefits and positive working environment. Salary will be commensurate with experience. Please include your salary requirements with your letter of interest.

Applications will be accepted until the position is filled, but the first screening of applications

Submit resume, letter of application and salary requirement to Donna Hauptert via email at amc@mncounties.org.

Donna Hauptert, Administrative Assistant
Association of Minnesota Counties
125 Charles Avenue
St. Paul MN 55103-2108
amc@mncounties.org