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Our mission is to enhance the lives of Oromo-Americans in Minnesota

Job Posting

Date: August 9, 2025

Position: Executive Director

Status: Full-Time, exempt

Employer: Oromo Community of Minnesota Inc.

The Executive Director is the key management leader of Oromo community of Minnesota inc. The position is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Qualifications:

- A bachelor's degree
- Transparent and high integrity leadership
- Experience and skill in working with a Board of Directors preferred
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff
- A history of successfully generating new revenue streams and improving financial results
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills
- Strong public speaking ability
- Strong work ethic with a high degree of energy
- Strong written and oral communication skills, both in English and Oromo languages

Responsibilities:

- Report to and work closely with the Board of Directors
- Supervise and collaborate with the organization's staff
- Develop strategic plan and Implementation
- Planning and operation of annual budget

- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance organization's Mission
- Engage in fundraising and developing other revenues
- Establish employment and administrative policies and procedures for all functions and the day-to-day operation of the Organization
- Review and approve contracts for services
- Other duties as assigned by the Board of Directors

How to Apply:

Oromo Community of Minnesota is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

Applications are received only **until August 22, 2025 at 11:59PM (CT)**. Review of applications, nominations, and expressions of interest will begin immediately and continue until an appointment decision is made.

For immediate consideration please send your resume and cover letter to info@oromomn.org using the subject: "ED position" **or** bring your application to the Oromo community Center in person.

Compensation:

This career opportunity offers a strong starting base salary, in a very positive and rewarding atmosphere. It also offers a wonderful opportunity to make significant impact in the lives of many citizens by leading and growing an impactful organization; the Oromo community of Minnesota.

Salary offered: \$50,000 yearly salary