

MSBA Executive Search Service



Northwest Service Cooperative is seeking an exceptional leader to serve as **Executive Director**

The Northwest Service Cooperative (NWSC) is located in Thief River Falls and covers the 12 counties of northwest Minnesota. The largest cities covered by the NWSC are: Thief River Falls, Crookston, Bemidji, Roseau, Warroad, Baudette and East Grand Forks. Points of Pride and awards include:

- ◆ Dedicated experienced staff that are well respected by our membership
- ◆ Large number of school members participate in our student programs i.e.; Spelling Bee, Creativity Festival, Knowledge Bowl and Young Authors Conference
- ◆ Strong ties to the community/region. Employees live in several of our communities and strive to help them be successful
- ◆ Nutritionist Program that other regions are wanting to copy/learn from
- ◆ Mobile GED test lab for our Adult Education Program that saves time/money for our students
- ◆ COMPASS and Education Services Team that are looked on as experts and leaders in their specific fields
- ◆ Health and Safety program utilized by a large majority of the membership and is recognized as a standard for a successful program

By the Numbers

- ◆ Counties covered: 12
- ◆ Member Districts: 38
- ◆ Member CCOGA: 36
- ◆ Associate members: 15
- ◆ Full time staff: 21
- ◆ Part time staff: 18

Application Deadline

To be considered for this position, an applicant's completed file must be received by MSBA prior to 11:59 p.m. on March 24, 2025.

About the Area

The northwest corner of Minnesota Highlights of the area include:

- ◆ The region has lots of job growth opportunities and is home to several large international manufacturing plants such as Marvin Windows, Polaris, Textron, DigiKey and Central Boiler to name a few.
- ◆ The area is home to some of the best fishing anywhere including Lake of the Woods and Upper Red Lake
- ◆ Thief River Falls is the home of NWSC and offers a unique blend of small town charm and outdoor adventure.
- ◆ Thief River Falls has excellent education and healthcare services.

Search Timeline

Announce Vacancy	February 24, 2025
Application Deadline	March 24, 2025
Applicant Screening	Mar 25-Apr 1, 2025
Finalists Selected	April 1, 2025
First Round Interviews	April 7, 2025
Second Round Interviews	April 16, 2025
Executive Director Begins	July 1, 2025

Leadership Profile

The NWSC Board is seeking an Executive Director to lead by providing visionary leadership and fostering collaborative partnerships with its members. This role demands a highly ethical, communicative leader with proven experience in educational service delivery and legislative advocacy. Key attributes include:

Ethical Leadership: Unwavering commitment to ethical conduct, builds trust and credibility.

Communication & Human Relations: Excellent communication skills, strong relationship builder, skilled listener, proven human relations abilities.

Collaborative Leadership: Works cooperatively with the Board, providing options and recommendations, strategic and visionary thinker, results-oriented.

Legislative Advocacy: Knowledge of legislative landscape, facilitates district legislative engagement, builds relationships with legislators.

Visionary Leadership: Articulates a compelling vision, creative thinker, adaptable and flexible.

Previous leadership experience preferred, but not required. Successful candidate should have a health insurance license or be able to obtain one within 6 months of hire.

NWSC Financial Highlights

- ◆ General Fund Revenue: \$ 3,651,532
- ◆ General Fund Expenditures: \$ 3,619,802
- ◆ Unassigned Fund Balance: \$ 5,454,420
- ◆ Total General Fund Balance: \$ 5,454,420

Salary and Benefits

A competitive compensation and benefits package, with a starting salary range of \$150,000 - \$175,000, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute. Additional benefits available may include: Health, Life, Long Term Disability, among other benefits.

Northwest Service Cooperative Mission

To be a regional leadership partner with schools, cities, counties and other governmental agencies and to plan and provide innovative programs and quality services that maximize resources.

Screening Team

A team from the Minnesota School Boards Association's Executive Search Service (MSBA) has been selected to assist the NWSC Board in securing and screening applicants. The search team will be led by Lee Warne, MSBA Service Provider.

Deadline and Selection

MSBA's Executive Search Service uses an online application process. Applicants begin the application process at mnmsba.myrevelus.com. To be considered for this position, an applicant's completed file must be received by MSBA prior to 11:59 p.m. on March 24, 2025.

Contact Lee Warne at 507-828-2468 (lwarne@mnmsba.org) with questions.

Applicants are requested to not contact NWSC board members.

Northwest Service Cooperative is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: March 24, 2025