



TERCH &
ASSOCIATES
HUMAN RESOURCES EXPERTS

info@terchandassociates.com



Executive Director Search



Applications must be submitted online at the [careers page of Terch & Associates](#) by 5:00pm on June 6th, 2025.

Job Brochure



TERCH &
ASSOCIATES
HUMAN RESOURCE CORP.



Arrowhead Economic Opportunity Agency

Founded in 1965, the Arrowhead Economic Opportunity Agency (AEOA) is a private non-profit 501(c)3 community action agency serving northeastern Minnesota.

More than 380 full and part-time employees serve the seven primarily rural counties of the Arrowhead Region plus five neighboring counties. With a mission to strengthen communities by providing opportunities for people experiencing economic and social challenges, AEOA offers a wide range of human services programming including employment and training, emergency assistance, homeless programs, Head Start, youth development, senior programming, housing and rural transportation.

AEOA has grown to be widely recognized as a primary non-governmental resource for the region's low-income population by consistently honoring its core values:

- **Respect:** Value and respect all people served
- **Stronger Together:** Believe in local wisdom and build partnerships that move the mission forward
- **Believe:** Believe in the mission and support one another

OUR IMPACT

IN 2024



60

Years in Action



12

Counties Services Provided in



29,067

Individuals Served



544

Households were assisted in maintaining safe and affordable housing



11,107

Services were able to maintain an independent living situation



371

Children were provided with school readiness skills



495,495

Transportation services were provided



84

Unemployed youth & adults obtained employment



2,182,226

Pounds of food distributed during the COVID-19 pandemic since May 2020



TORCH &
ASSOCIATES
HUMAN RESOURCE CENTER

Key Employees and Stakeholders

Key Employees to the Position

Scott Zahorik: Current standing Executive Director

Emily Celley: Chief Financial Officer

Cathy Pazzelli: Director of Human Resources and Assistant Executive Director

Emily Simonson: Director of Planning

Governance



AEOA is governed by a 27-member Board of Directors, representing an equal cross-section of low-income individuals, public officials, and private sector parties.

Executive Committee Members

Jeff Kletscher, Kevin Adey, Laura Perry, Cathy Zelinski, Cherie Averill Manner, Michael Kearney, Casey Venema, Les Northrup, and Rob Hietala.



TERCH &
ASSOCIATES
HUMAN RESOURCES EXPERTS

Executive Director

The Executive Director is the chief executive of the organization. With overall responsibility for oversight and execution of AEOA's mission and strategic goals, the Executive Director ensures that communities are effectively served with the resources entrusted to the organization. This position exists to ensure the vision and mission of AEOA is carried out by executing the organization's strategic plan, engaging stakeholders, and managing the enterprise.

During the first six months, it is expected that the new Executive Director will spend considerable time building relationships with their direct reports, learn the organization's programs, needs, and opportunities, develop relationships with the Board of Directors, and establish (or enhance) relationships with political leaders and other funders. Within the first year, it would be assumed for the Executive Director to have developed a plan with each department head on how the department will accomplish or contribute to the organization's strategic initiatives.



ADVOCACY



SENIOR &
NUTRITION
SERVICES



FOOD
ACCESS



EMPLOYMENT
AND
TRAINING



ENERGY
ASSISTANCE



HOMELESS
SERVICES



HEAD START
& EARLY
HEAD START

The Executive Director reports directly to the AEOA Board of Directors and has supervisory duties over all of AEOA's various department directors. Indirectly, this position supervises more than 380 staff members located in a 12-county region.

This position is expected to pay between \$115,000 and \$160,000 per year depending on candidate qualifications. A full suite of comprehensive employee benefits are provided as well as negotiable relocation assistance, if required.



Essential Job Duties

Governance and Policy Leadership

- Serve as the primary liaison to the Board of Directors, ensuring transparent communication and timely reporting on AEOA's organizational performance, strategic initiatives, and emerging risks.
- Guide Board governance best practices, including committee structuring, director onboarding, and policy development to enhance fiduciary oversight.
- Translate Board directives into actionable policies while proactively proposing strategic recommendations to advance AEOA's mission.

Organizational Leadership & Compliance

- Uphold the highest standards of ethical and legal compliance, ensuring all operations align with regulatory requirements and AEOA's bylaws.
- Drive administrative excellence by implementing robust systems for accountability, risk management, and operational efficiency.

Executive Team Development & Culture

- Recruit, mentor, and retain a high-performing senior leadership team, fostering a culture of innovation, collaboration, and professional growth.
- Conduct rigorous performance evaluations and succession planning to ensure leadership continuity.
- Resolve cross-functional challenges with diplomacy, promoting a cohesive and mission-driven workplace.
- Cultivate an inclusive, empowering culture where staff at all levels feel valued and aligned with AEOA's mission.



Strategic Communications & Advocacy

- Act as the chief ambassador, articulating AEOA's mission to community stakeholders, policymakers, and funders.
- Engage in high-level advocacy, representing AEOA before legislative bodies, coalition partners, and funders to influence policy and secure resources.
- Leverage subject-matter expertise to position AEOA as a thought leader in its field.

Financial Stewardship & Operational Strategy

- Develop and execute multi-year financial plans, ensuring sustainability through diversified revenue streams, cost optimization, and long-term risk mitigation.
- Oversee financial integrity, including audits, internal controls, and compliance with grant/contract obligations.
- Align budgeting, forecasting, and resource allocation with strategic priorities to maximize impact.





Qualifications | Benefits

Ideal Attributes

The ideal candidate will be an experienced organizational leader that has demonstrated a commitment to serving the underprivileged. They will have a reputation of empathy, professionalism, and competence. These characteristics will be demonstrated by a history of collaborative decision-making, building partnerships inside and outside of their organization, and creating trust and engagement with diverse populations.

Additional Qualifications

- Bachelor's degree plus three years of full-time paid experience in administering social service and/or economic assistance programs. Equivalent education and professional experience will be considered.
- Experience in relevant fields of knowledge needed to perform the job including social services/economic assistance programming, fiscal management, personnel management, business law, and management information systems applications.
- Managerial and/or supervisory experience as well as a background in community relations and state and local government functions are desired qualifications.

Benefits (Details provided upon request)

- Health insurance (medical and dental)
- Life insurance
- Holidays + 2 personal leave days
- Bereavement leave
- Tax-sheltered annuity
- Flexible benefit plan including HSA and VEBA
- PTO





TERCH &
ASSOCIATES
HUMAN RESOURCES EXPERTS

Iron Range | Living



Hello Iron Range

The Hello Iron Range website includes a vast amount of information regarding realtors and cost details for housing in Virginia along with various neighborhoods around the Iron Range. Research [here](#).

Housing

As you'll find in the link above, there are a variety of properties and homes, from lake houses to un-built acreage. The small towns are walkable and located close to schools where older kids can walk home after class or practice.

While many realtors are available in the area to help you through the housing process, Terch & Associates will gladly help connect you to trusted names and resources.





Iron Range | Activities



Laurentian Chamber of Commerce

Laurentian represents business communities of the eastern Mesabi Iron Range. Find upcoming community, networking, and recreational events [here](#).



Local Events

Find upcoming community events in the Iron Range area to enjoy. Explore a range of options [here](#).

Outdoor Activities

The Iron Range is packed with a diverse list of recreational activities.

- Hunting/Fishing: The Range has 320,000 acres of Superior National Forest, three state forests, and 500 lakes, rivers and streams.
- Award-Winning Golf: The Iron Range has a variety of fun and challenging golf courses. Find acclaimed courses at the Giants Ridge Resort.
- The Mesabi Trail: 162 miles of paved biking/hiking trails running along the Iron Range.
- ATV Trails: Hundreds of miles of ATV and OHV off-roading trails with great overlooks and trailside lodging, dining and camping.





TERCH &
ASSOCIATES
HUMAN RESOURCES EXPERTS

Iron Range | Growing

Terch & Associates will support spouses/family members with building local connections, including professional networking.



Iron Range Job Opportunities

Find information on various professional careers in the area available for family members, including resources to start your own business, [here](#).

Education

The Iron Range has education options to fit most needs. Various public and private schools and academies can be found in the area.

Services including childcare, k-12 schools, and higher education can be found within Virginia. Research Rock Ridge Public Schools for more information.





TERCH &
ASSOCIATES
HUMAN RESOURCES EXPERTS

Application Information

To apply, please submit the following documentation at
terchandassociates.com/careers:

- Your resume
- A cover letter providing a narrative of your professional career
- Three professional references

Questions can be directed to info@terchandassociates.com



TERCH &
ASSOCIATES

HUMAN RESOURCES EXPERTS