

Position: Executive Director (1.0 FTE)
Date Posted: 18 January 2012
Application Deadline: 1 February 2012

Opportunity

Come join the North/Eastside Senior Coalition! The North/Eastside Senior Coalition is a \$500,000+ non-profit organization that enhances the quality of life for all senior adults by providing programs, advocacy, and resources to assist them to remain independent, active, and influential in Madison's North and Eastside community.

We are seeking an Executive Director to be responsible for the overall leadership and management of day-to-day operations of the agency, development of financial and human resources, and implementation of programs and services. This position reports to a volunteer Board of Directors, manages a 17 person professional staff, interacts with a large group of volunteers and clients, and collaborates with community and governmental agencies to fulfill the mission of the Coalition. *A complete position description and more information about the North/Eastside Senior Coalition can be found at www.nescoinc.org.*

Required Qualifications

The successful candidate must possess the following qualifications:

- Passion for NESCO's mission.
- Successful Executive Director (or similar senior management position) experience AND/OR successful experience in a management-level position in a non-profit organization serving a diverse, senior adult population.
- Bachelor's degree in public administration, social services, management, or other related field.
- Successful financial management experience; and successful fund development, fundraising, and grant writing and administration experience.
- Computer skills using Microsoft Office software, such as Word, Publisher, PowerPoint, and Excel.
- Knowledge of financial and database software.
- Excellent written and verbal communication skills, including proven ability to: interact with others regardless of gender, class, ethnicity, age, or disability; develop and maintain effective relations with staff and Board members, government officials, service providers, area non-profit directors and business personnel, and the media; respond effectively to the most sensitive inquiries or complaints; write effective speeches and articles; and make effective and persuasive speeches and presentations—including those on controversial or complex topics—to public groups, staff, and/or Board of Directors.
- Proven ability to: appropriately define problems, collect data, establish facts, and draw valid conclusions; and read, analyze, and interpret the most complex documents.
- Willingness to help as needed with Coalition event set-up and take-down, including ability to lift and/or shift weight such as tables and chairs, etc., as necessary.
- Valid Wisconsin Driver's License and acceptable driving record.

Compensation & Benefits

This is an exempt full-time position (generally 40+ hours per week); with core hours generally falling 8 am-4:30 pm, Monday-Friday. Salary is \$49,000 per year. Benefits include a great working environment with committed coworkers, in Warner Park's beautiful community center, with free onsite parking, Simplified Employee Pension Plan, Tax-Deferred Annuity Plan, Health and Dental Insurance, Short and Long Term Disability Insurance, Medical and Dependent Care Reimbursement, paid vacation, paid sick leave, paid holidays, and professional training.

How to Apply

If interested, please e-mail a letter of qualifications and resume to: applicant@nescoinc.org by 1 February 2012.

Equal Opportunity Employer

Major Funding Provided by



North/Eastside Senior Coalition

1625 Northport Drive #125, Madison, WI 53704-2300
Phone 608.243.5252 Fax 608.243.5259 www.nescoinc.org
In the Warner Park Community Recreation Center

Nationally & State Accredited by

