



EAU CLAIRE AREA HMONG MUTUAL ASSISTANCE ASSOCIATION, INC.

1320 W. CLAIREMONT AVENUE, EAU CLAIRE, WI 54701 PH: 715.832.8420

We strive to assist our communities and our cultures to become socially, educationally and economically empowered by: promoting leadership and educational advancement, enhancing economic development and self-sufficiency, strengthening the health and well-being of families, and promoting and preserving traditional culture, customs and rituals.

Eau Claire Area Hmong Mutual Assistance Association, Inc.

Executive Director Position Description and Responsibilities

Position: Executive Director

Reports to: Board of Directors

Classification: Professional

Status: Exempt

Position Summary

The Executive Director is responsible for managerial and administrative duties of ECAHMAA. The Executive Director is responsible for providing vision and leadership for ECAHMAA, and for supporting an organizational culture in which all staff, board members, and volunteers are equally valued, respected, and heard.

The Executive Director shall be an ex officio non voting member of the Board and of all committees.

Specific Responsibilities

The specific responsibilities of the Executive Director are listed below, though these responsibilities are continually evolving, and this list may be periodically updated.

1) Public Relations, Marketing and Organization Program Development

- a. Project a positive image of the ECAHMAA to the community and seek community support through marketing materials, publications, media, special events, and public speaking engagements.
- b. Identify the market for additional membership by disseminating ECAHMAA information. Invite and encourage participation from other area agencies and organizations.
- c. Promote the objective of the organization. Establish and maintain collaborative relationships with employees, volunteers, members, Board and committees, the public, elected and public officials, government agencies, and other local and national nonprofit organizations.
- d. Publicize the activities of the organization, its programs and goals.
- e. Organize all programs and processes as a collaborative effort involving volunteers, staff, community leaders and potential donors.
- f. Develop ideas, programs and opportunities which will benefit the membership of the organization.
- g. Communicate with key stakeholders to identify the changing needs and conditions of the community, considering the impact on the community
- h. Attract and retain a qualified volunteer.
- i. Plan, organize and implement special projects of benefit to the organization.
- j. Develop and implement an annual work plan in response to the needs of the community.
- k. Provide an effective internal and external communication system for the organization.
- l. Develop strategic plans to drive the programs and services of the agency to serve the Hmong community. Be an advocate for the board of implementation plans and their visions.
- m. Develop relationships with the Hmong community and other agencies and work closely with the clan leaders of the Hmong community through public appearances and event participation.
- n. Assist in planning and organizing major community events



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2) Personnel Management

- a. Ensure accurate job descriptions, conduct regular performance evaluations. Establish and ensure sound human resource practices are in place, remaining compliant with agency, state and federal regulations.
- b. Conduct staff meetings and review staff reports on projects to maintain information flow.
- c. Manage the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- d. Act as the staff liaison to the board, addressing staff concerns and needs as well as accomplishments.
- e. Build and maintain staff morale and team spirit.
- f. Promote professional development among employees and volunteers through participation in appropriate educational programs.
- g. Maintain and update the ECAHMAA's Personnel Policy Manual with Board oversight.
- h. Oversee all Information Technology needs for the staff.
- i. Promote health and safety procedures with staff to minimize risk management claims.
- j. Provide oversight and support for specific staff positions and organizational projects.

3) Board Support and Leadership - The Board of Directors supervises the ED and works collaboratively with the Board President

- a. Assist in the preparation of general board meeting agendas.
- b. Ensure requirements for all board and committee meetings are met.
- c. Bring all appropriate issues to the board in a timely manner for prompt resolution.
- d. Prepare and distribute (electronically whenever possible) board meeting mailings at least seven (7) working days before each meeting.
- e. Attend Board meetings and participate in discussions to provide value added inputs.
- f. Play a key role in assisting the President in the development and cultivation, recruitment, orientating, and training of new board members,
- g. Implement Board and Committee policy decisions.

Advisory to the Board

- a. Make recommendations to the Board of Directors.
- b. Develop a close working relationship with the board president.
- c. Support Board Members objectives and goals.
- d. Draft budget and official reports.
- e. Ensure that the Board receives all pertinent correspondence.

4) Financial Management

- a. Assist with the oversight of the accounting practices and procedures for the ECAHMAA and maintain compliance with all regulations and standards. Ensure there is check and balance in all accounting practices.
- b. Oversee timesheet collection and ensure accurate and timely payroll processing



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- c. Works with Accountant(s) to prepare financial statements for review by Treasurer, Finance Committee and Board members.
 - d. Present financial report to the Board Treasurer, adhering to the budget approved by the Board of Directors.
 - e. Prepare annual operating budget consistent with program work plan for review by the Treasurer and Finance Committee and the Board of Directors
 - f. Monitor and report on monthly revenues and expenditures to ensure adequate cash flow throughout the year
 - g. Ensures compliance with federal and local nonprofit filings.
 - h. Monitor grant expenditures and prepare funding requests in accordance with grant guidelines
 - i. Coordinate and complete the required annual financial audit in collaboration with external auditors
- 5) **Fundraising or Resource Development**
- a. Develop and implement a fund-raising strategy.
 - b. Plan and develop fund-raising activities and opportunities.
 - c. Oversee all major fundraising activities.
 - d. Cultivate and maintain good working relationships with funders, donors and members
 - e. Review annual development plans and set priorities for fundraising efforts.
 - f. Maintain accurate records of donations. Maintain "giving database".
 - g. Oversees donor recognition/thanking process.
 - h. Review outgoing grant solicitations.
 - i. Ensure timely reports to funders.
- 6) **Permits and Licenses** - The ED makes sure appropriate permits and licenses are in place and adhered to as required by law.

Other Responsibilities and Requirements:

1. Has reliable transportation, a valid driver's license and vehicle insurance.
2. Attend meetings as necessary.
3. Is committed to professional development and requests to attend a minimum of two trainings per year outside of the organization. These trainings must be related to domestic violence, sexual assault, stalking, harassment or related areas.
4. Maintains a clean, organized and comfortable environment within the organization which may include assigned janitorial work.
5. Performs other duties as assigned by the supervisor (Board of Directors).
6. Desires to learn and grow professionally.
7. Provide legal advocacy services include but not limited to restraining and harassment orders, support clients locating attorneys related to identified issues, etc.,



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Physical Demands:

1. Work with frequent interruptions
2. Frequent walking, standing, ascending steps, descending steps
3. Lifting to approximately 20 pounds and occasional lifting of more may be required
4. Bending, stooping, reaching, twisting, typing and grasping
5. Driving an automobile with or without passengers
6. Verbal communication is required for expressing or exchanging by means of the spoken word
7. Hearing is required to perceive information at normal spoken word levels
8. Visual acuity is required for monitoring and determining needs of residents, reading forms and entering data
9. Moderate exposure to bacteria and communicable diseases
10. Occasional exposure to physical risk
11. Maintain emotional control under stress

Minimum Qualifications:

1. Education - Bachelor's Degree (Master's preferred)
2. Leadership Experience - Preferred 5+ years nonprofit senior management
3. Fundraising & Budgeting - Demonstrated donor/grant skills, financial oversight
4. Staff & Program Management - Team Leadership, program planning, operational execution
5. Community & Board Engagement - Strong public representation, cultural/community leadership
6. Personal Qualities - Communication skills, integrity, DEI commitment, vision

Environmental Factors:

1. Work is normally performed in an office and/or residential setting but is not limited to the organization
2. Constant interpersonal interactions including speaking and hearing within an office environment

Compensation: Compensation is based on level of education and work/life experiences.

Benefits: Employees can earn up to two weeks of paid vacation, 52 hrs of sick leave, 16 hours of paid PTO per year, health insurance and paid holidays after successfully completing 90 days of employment.

Hours:

This is a full-time salary position. The ability to work flexible hours is necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Duties may require working some nights and weekends to accommodate organizational needs. Travel is required once weekly to the Eau Claire office as well as to training and for professional development.

Additional Responsibilities

Complete other duties as designated by the Board Members and must be able to work varying hours as needed, including nights and weekends.



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Acknowledgement Statement

By signing this form, I acknowledge I have received, read, and understand and that I must strictly observe and ensure compliance and requirements and controls detailed in the Job Responsibilities. All positions are subject to the availability of funding. The Eau Claire HMAA is a smoke, drug and alcohol-free environment. I also understand that the Eau Claire Area Hmong Mutual Assistance Association, Inc. is an "at will" employer and that my employment may be terminated at any time without due cause.

Executive Director

Date

Board President

Date

POSITION DESCRIPTIONS ARE NOT INTENDED TO BE EXHAUSTIVE LISTS OF ALL RESPONSIBILITIES, SKILLS, OR EFFORTS. THEY ARE INTENDED TO BE ACCURATE SUMMARIES OF WHAT THE POSITION INVOLVES AND WHAT IS REQUIRED TO PERFORM IT.

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Printed Copies are uncontrolled. See Executive Director for current version.