

Job Opening Position: Executive Director

The Eau Claire Area Hmong Mutual Assistance Association, Inc. is accepting applications for the position of Executive Director.

Pay: \$60,000 - \$63,000 commensurate with degree and relevant experiences.

Benefits: Vacation, Personal time off, and sick leave.

Job summary:

The Executive Director is the chief executive officer of the ECHMAA and has the general executive powers and duties of daily execution, supervision and management. Under the direction of the Board of Directors, the Executive Director implements all Board policies.

Roles & Responsibilities:

- Collaborate with the board of Directors to identify, create and implement strategic plans to actualize business objectives.
- Identify, recruit, train and develop a talented team of employees who can lead critical departments and manage strategic business functions.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Develop partnerships with company stakeholders, funders, industry regulators and other relevant parties.
- Identify potential risks and opportunities within the organization and its environment to protect business interests.
- Identify potential sources of investment and organize fundraising efforts.
- Represent the company at social and corporate events in ways that strengthen the brand and communicate the company's message.

Required Qualification:

- Excellent written and verbal communication skills.
- Bachelor's degree in Business Administration, Human Resources, Finance, or related field.
- Knowledge of non-profit organizations, including grant proposal, grant writing, monitoring and progress reports for all programs.
- Ability to lead, delegate, and manage daily organizational responsibilities, programs and services.
- Excellent understanding of finance-related performance standards
- Proven ability to develop and execute financial strategies
- Demonstrated knowledge of non-profit and regulatory best practices
- Organization and leadership skills
- Strategic thinking and analytical skills

Knowledge, Skills, Key Attributes:

- Demonstrate experience with supervision and evaluation of employees, resources, and programs.
- Exhibit leadership skills, team work effort, and long-term organizational sustainability.
- Demonstrate successful experiences in financial projection and management.

- Demonstrate ability to manage and complete priorities successfully.
- Demonstrate commitment and passion to represent the agency, connect and build relationships in the community, and with other agencies, community activities.
- Demonstrate working knowledge of Hmong culture and traditions.
- Indicate competent technological skills such as Internet, Outlook, Excel, Word, PowerPoint.
- Ability to think strategically and implement plans.
- Possess good marketing and fundraising skills.
- Experience working with board of directors.
- Exhibit entrepreneurial mindset, with innovative approach to business planning and execution.
- Demonstrate strong written and verbal communication and presentation skills.

To apply for the Executive Director position, please submit cover letter, job resume with references, and employment application, to ECHMAA:

Chai Kao Vang, Board President

1320 W. Clairemont Ave.

Eau Claire, WI 54701

Application Dateline is April 30th, 2021. However, screening may continue until position is filled.

Please direct request for additional information to EC HMAA at 715-832-8420.