



## **EXECUTIVE DIRECTOR**

**JOB TITLE:** Executive Director

**SUPERVISOR:** President, Board of Directors - Holmen Area Community Center

**JOB TYPE:** Full-Time – some evenings and weekends required.

**PAY:** \$47,500-\$52,000 per year

The Holmen Area Community Center (HACC) sustains a welcoming environment that connects all generations by promoting hospitality, respect for all, community pride, and holistic health. The HACC provides educational, social, recreational, and wellness programming that enriches the lives of all community members. The Community Center is part of an inter-generational collaborative effort between the Boys and Girls Club, Skogen Club of Holmen, and the School District of Holmen to meet the many needs of the area population.

### **GENERAL JOB DESCRIPTION**

The position of Executive Director at the Holmen Area Community Center is designed to oversee all daily operations of HACC, and help to plan and implement a variety of programming and services that meet the needs of community members in Holmen and the surrounding area. This individual will provide exceptional service and hospitality to all members, guests, and partners of the HACC and will be the primary contact for fundraising and giving, HACC partnerships, staffing and volunteering, and Board of Directors relations. This position is responsible for supervision of HACC staff and volunteers and will directly report to the President of HACC Board of Directors.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Collaborate with service, program, and education partners, as well as programming staff, to develop Community Center offerings
- Hire, train, develop, and evaluate necessary staff
- Maintain comprehensive monthly budget reports, and develop summary reports for Board of Directors, municipalities, and partners
- Develop and oversee HACC marketing strategy
- Conduct research and collaborate with committee members to apply for grants
- Develop and lead ongoing fundraising opportunities
- Oversee individual and business contribution solicitations, reporting, and recognition
- Create strong and supportive relationships with area businesses, organizations, and agencies
- Foster exceptional relationships with Community Center members, guests, and partners
- Collaborate with Board of Directors sub-committees
- Maintain strong relationships with Boys & Girls Club and School District leadership

### **QUALIFICATIONS**

#### *Education:*

- Bachelor's Degree in Human Services, Mental Health or Family programs (preferred)

#### *Experience:*

- Minimum of 3 years experience in human services, community services, mental health, recreation, or other related experiences (preferred)
- At least one year of experience with Marketing (preferred)

### **KEY SKILLS**

- Exceptional communication skills
- Self-directed, confident, and highly motivated
- Highly organized, experienced in facility use planning and problem-solving
- Advocacy for and experience in Diversity and Inclusion initiatives

**Interested candidates may send letter of interest and resume' to [info@holmenc.org](mailto:info@holmenc.org)**