

Executive Director

(Job Number 2044652)

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Employer: FAMILY RESOURCE CENTER
4800 GOLF ROAD, SUITE 450
EAU CLAIRE, WI 54701-9044
www.frcec.org

Work Site: Eau Claire County
4800 GOLF ROAD, SUITE 450
EAU CLAIRE, WI 54701
Location is in Oakwood Mall

On Bus Route? Yes
Pay: \$19.00 Per Hour
Duration/Usual Hours Per Week: Full-Time, 30 Hours Per Week

Executive Director may need to help with coverage of the center during our open hours of: M-Th 9-3 and F 9-1. Maximum paid hours per week is 30.

Shift/Work Days: 30 hours per week may be flexible and work different days each week
Monday-Friday.

Number of Openings: 1

Minimum Requirements of Employer:

Education: Bachelors Degree Desired

Professional Licenses / Certifications: No Licenses or Certifications Requested

Vehicle: Desired, Mileage reimbursement available.

Drivers License:
Type: Class D - Regular (Auto, Light Truck, Moped) Desired

Endorsements: No Endorsement Requested

Age: 18 or older Desired

Experience / Qualifications: Administrative experience including fiscal management, marketing and communications
Staff supervision and program management
Strong written, oral, and presentation communication skills
Demonstrated grant or technical writing experience
Group facilitation experience, parent education experience preferred
Knowledge of evidence based programming and strength based approach
Experience working with a diverse population
Access to vehicle and ability to travel within Eau Claire and Dunn Counties

Duties and Responsibilities of the Job:

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.

- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Coordinate the development or implementation of budgetary control systems, recordkeeping systems, or other administrative control processes.
- Deliver speeches, write articles, or present information at meetings or conventions to promote services, exchange ideas, or accomplish objectives.
- Direct human resources activities, including the approval of human resource plans or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.
- Direct non-merchandising departments, such as advertising, purchasing, credit, or accounting.
- Direct or conduct studies or research on issues affecting areas of responsibility.
- Direct or coordinate an organization's financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Implement corrective action plans to solve organizational or departmental problems.
- Organize or approve promotional campaigns.
- Prepare budgets for approval, including those for funding or implementation of programs.
- Prepare or present reports concerning activities, expenses, budgets, government statutes or rulings, or other items affecting businesses or program services.
- Serve as liaisons between organizations, shareholders, and outside organizations.

Benefits:

Leave and Holidays:

Sick Leave, Vacation, Paid Holidays

Education and Training:

Paid Training, Tuition Reimbursement

Company Profile:

The mission of the Family Resource Center for Eau Claire County is to provide programs and services that build on family strengths through prevention, education, support and collaboration. We are a private, non profit that offers programs such as: play groups, parent education classes, home visiting, resource and referral and mental health assistance at no cost to all families in Eau Claire County.

How To Apply:

**E-Mail a
Résumé**

To apply for this job, send your résumé or [Job Center of Wisconsin Résumé](#) to mkoehler@pbmbank.com