Title: Executive Director

Reports To: Board of Directors

Employment Status: Independent Contractor, with potential to become a full-time employee with benefits.

PRIMARY FUNCTION:
The Executive Director of the Lakes Area Community Center is responsible for:
- Leading, directing and overseeing new and existing community programs
- Creating and implementing marketing strategies and materials
- Spearheading organizational strategic planning
- Managing memberships, business sponsorships, and individual donors
- Leading fundraising, donor campaigns, and grant writing
- Managing the calendar and general operations of the Lakes Area Community Center
- Providing leadership, direction and support to the Board of Directors in developing organizational goals, attaining/allocating resources and establishing policies
- Providing leadership and direction to volunteers and community partners in carrying out the key roles assigned to them.
- Acting as a “connector” for community groups, local businesses, and nonprofits.
- Developing, implementing and monitoring the annual budget in collaboration with the financial Board Finance Committee.
- Representing the LACC at community meetings (Including Network Battle Lake, Battle Lake City Council and EDA meetings.)

QUALIFICATIONS OR REQUIREMENTS:
The Lakes Area Community Center is seeking an Executive Director that is passionate about the Battle Lake community and making it a wonderful place to live. Specific qualifications include:

MINIMUM QUALIFICATIONS:
- Experience with nonprofit or business management.
- Experience planning and executing events/workshops/classes
- Experience managing fundraising efforts for small organizations
- Ability to engage other community leaders in collaboration.
- Proficient in Google Suite (Gmail, Google Calendar, Docs, Sheets, Forms)
- Proficient in Microsoft Office Suite
Ability to engage board members and other volunteers in new and existing events, fundraising efforts, and partnerships.

PREFERRED QUALIFICATIONS:
❖ Bachelor’s Degree or equivalent experience
❖ Comfortable with creating visual marketing materials for print and social media with programs like Canva or similar.
❖ Experience with updating website materials (Wix or similar)
❖ Experience writing and managing local, statewide, and federal grants
❖ “Local” - Deep connections with community members, businesses, the school, and other organizations and groups.
❖ Experience with Quickbooks or other accounts management tools

OTHER POSITIVE SKILLS AND ATTRIBUTES
❖ Is progressive in attitude, plans well in advance and has excellent follow through.
❖ Remains positive and kind under pressure.
❖ Has a passion for community programming for all ages and abilities.
❖ Enjoys public speaking and facilitating conversations.
❖ Proactive in anticipating potential roadblocks and finding solutions.
❖ Exemplary written and verbal communication skills.

COMPENSATION:
❖ Position is project based with an annual budget between $18,000 - $25,000
❖ The right candidate has the potential to become a full-time employee with benefits

TO APPLY:
Please send the following to lakesareacc1@gmail.com by December 31 with the subject, “[Your First and Last Name] - Executive Director Application”
☐ Cover Letter
☐ Resume
☐ 2 Professional References