



Job Title: Clarke Square Neighborhood Initiative Executive Director

Reports To: Clarke Square Neighborhood Initiative (CSNI) Council

FLSA Status: Full time, Non-exempt

Prepared Date: July 31, 2014

Summary/Objective: The role of the CSNI Executive Director is to provide vision, energy and support to the CSNI Council; to be the key friend raiser and fundraiser of the Clarke Square Initiative. The Executive Director reports to the CSNI Council and is under the general supervision of the President of the CSNI Council.

Essential Duties and Responsibilities

Planning

1. Provides leadership in developing and implementing the Quality of Life (QLP) strategic plan and ensures that the annual plan furthers the strategic direction.
2. Drafts annual plan for CSNI Council approval and monitors implementation of the plan throughout the year.
3. Develops and implements evaluation system to measure organizational effectiveness.
4. Maintain thorough knowledge of current issues as they relate to the mission in order to develop new and expanded program initiatives.

CSNI Council Relations

1. Provides active staff support to appropriate CSNI Council committees/work groups or ensures that another staff member is assigned appropriately.
2. Presents timely reports to the CSNI Council on the current status and projected needs of the initiative.
3. Assists CSNI Council members in developing their skills and defining their roles as CSNI Council members.
4. Assists the CSNI Council in identifying and recruiting CSNI Council members and work group members.
5. Prepares background materials for and participates in CSNI Council new member orientation sessions.



Program Administration

1. Prepares an annual program plan for CSNI Council approval in conjunction with the Program Manager and Work Group leaders.
2. Supervise the implementation of all CSNI program activities.
3. Recommends policies to the CSNI Council and/or assists the CSNI Council in the formulation of policies for effective and efficient operations of Clarke Square Neighborhood Initiative.
4. Provide timely submission of reports and other required documents.

Development

1. Chief fundraiser for CSNI in conjunction with Executive Team of the CSNI Council.
2. Identifies and cultivates relationships with foundations, corporations and individual donors.
3. Responsible for grant writing and reporting.

Public Relations

1. Serves as a representative and spokesperson for Clarke Square Neighborhood Initiative within the community.
2. Work with Executive Team and Work Groups to create written and electronic materials as needed to communicate the message and image of Clarke Square Neighborhood Initiative, including website and social media.
3. Develops and maintains relations with peer organizations and the media.
4. Directs an active public relations program to increase support and recognition for Clarke Square Neighborhood Initiative.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



www.clarkesquare.org

EDUCATION and COMPETENCIES:

- Bilingual (oral and written)—Spanish and English
- Minimum 5 years of nonprofit management experience
- Bachelor’s Degree required in Human Services or related field
- Demonstrated skills and experience in fundraising, marketing and public relations, and staff and volunteer management
- Strong written and verbal communication skills
- Demonstrated skills in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Ability to work with a variety of people and shows a commitment to developing the skills and talents of others
- Effective networking skills to enhance the public image and visibility of Clarke Square Neighborhood Initiative
- Flexibility, sense of humor, patience, sound judgment and capacity to work simultaneously on multiple tasks

SUPERVISORY RESPONSIBILITIES

Responsible for supervising CSNI staff, shared staff, volunteers, and interns.

LICENSES: Valid Wisconsin Driver’s License and insurance required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.



WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

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Note: This position is being posted by Journey House, Inc. as the fiscal sponsor for Clarke Square Neighborhood Initiative. www.journeyhouse.org

Apply by clicking on this link to [Indeed.com](#) and following the instructions.

Application materials are due by noon on Friday, August 22, 2014.