



Executive Director

Hmong American Center of Wausau, WI

The Hmong American Center, Inc. is a vibrant, multi-cultural organization that celebrates Hmong culture and provides valuable, high-quality services and facilities. Financially robust and effectively led, we collaborate with other organizations to support our members and the surrounding communities. The Center engages in economic, social, and multicultural development and serves as an educational and resource hub through leadership, cooperation, and collaboration.

MISSION & VISION

The Hmong American Center, Inc. is a community that engages in economic, social and multicultural development, serving as an educational and resource center for its members and surrounding communities through leadership, cooperation and collaboration.

The Hmong American Center, Inc. is a multi-cultural, financially strong, effectively led, valued community asset that celebrates the Hmong culture and provides quality relevant services and facilities in collaboration with other organizations, for its members and surrounding communities.

POSITION SUMMARY:

The Executive Director will provide professional leadership and oversee all aspects of the organization's work, including development, public relations, financial management, community leadership, and administration. The Executive Director is responsible for ensuring the effective implementation of its mission and strategic goals.

RESPONSIBILITIES

Governance & Administration

- Reports to and prepares information packets for Board meetings and monitors Board and committee work.
- Foster a strong working relationship with the Board of Directors and support board governance.
- Develop and implement strategic plans that meet organizational goals and objectives.
- Leads and manages the development and oversight of HAC's policies, procedures, and programs.

Community Relations

- Excellent communication and public speaking skills.

- Represent the organization to stakeholders, including donors, partners, government agencies, and communities served.

Fiscal and Grant Management

- Ensure the organization's financial health through effective budget management, grant writing, fundraising, and revenue generation.
- Assure that all financial transactions, including incoming gifts, grants, investments, operating expenses, and reports, are accurately accounted for.

Fund and Donor Development

- Maintain effective relationships with agencies providing supportive services to clients.
- Maintain effective communications with people internal and external to the organization.
- Collaborate with external agencies to promote the best interests of the Hmong American Center.

Human Resources

- Oversee the organization's operations, including finance, human resources, and program management.
- Ability to apply a team-based, service-based approach to work situations.
- Lead and mentor a diverse team of professionals, promoting a culture of excellence and accountability.
- Hire a competent and engaged staff best to fulfill the mission of the Hmong American Center.
- Coordinate organizational structure and work roles.

QUALIFICATIONS:

The ideal candidate will possess a Bachelor's degree in business management/administration or public administration and/or a combination of post-secondary education and work experience that provides equivalent knowledge, skills, and abilities.

PREFERRED EXPERIENCE:

- A demonstrated leadership and success in fundraising through the cultivation of donors.
- Ability to serve as the public face of the organization to the community.
- Knowledge of effective nonprofit governance practices and first-hand experience with non-profits.
- Ability to maintain strict confidentiality.
- The ability to read, write, and speak Hmong is preferred.
- Ability to communicate orally and in writing with clients, Hmong American Center staff members, vendor representatives, stakeholders, partners, and the general public.
- Experience hiring, leading, and delegating to staff as a cohesive team of professionals.

WORK LOCALITY:

Living within or relocating to the service area is necessary.

SALARY & BENEFITS:

Salary will be commensurate with experience. A full benefits package including health insurance stipend, generous paid time off, holidays, and professional development opportunities.

HOW TO APPLY:

We are accepting candidate applications through October 5, 2024 and will begin the screening process at that time. We anticipate a December start date. Please email your resume, cover letter, and three professional references to See Khang at skhang02@gmail.com.

This position description is intended to convey, generally, the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied. The Hmong American Center is an equal-opportunity employer committed to valuing diversity and practicing inclusion.