

Hmoob Cultural and Community Agency (HCCA)

Agency Administrator

La Crosse, Wisconsin 54601

Non-Profit Organization 501 (c) (3)

Full Time: \$40,000 a year. Benefits Negotiable

Position Title: Agency Administrator (AA)

Reports to: Board of Directors

Job Summary

The Agency Administrator serves as chief executive of HCCA and, in partnership with the Board, is responsible for the success of HCCA. Together, the Board and AA assure HCCA's relevance to the community, the accomplishment of HCCA's mission and vision, and the accountability of HCCA to its diverse members and constituents.

The Board delegates responsibility for management and day-to-day operations to the AA, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established. The AA provides direction and enabling to the Board as it carries out its governance functions.

The AA, in partnership with the Board of Directors is responsible for services and programs management, fund-raising, membership recruitment and retention, resource management (both financial and human), and overseeing building management activities and capital campaigns.

The AA is to run the administration of the HCCA and in so doing, help create and maintain an environment which:

1. is secure, warm, welcoming, and inviting.
2. establishes and maintains conditions in which Board of Directors, staff, volunteers can function optimally to meet members social and community needs.
3. insures that staff and volunteers display an attitude of dignity and respect toward Board of Directors, members, and all visitors in keeping with HCCA goals.

Job Requirements

1. Reads, analyzes, and interprets general business periodicals, financial reports, technical procedures, and legal regulations.
2. Ability to write report, business correspondence, and procedure manuals.
3. Strategic planning and implementation.

4. Grant writing
5. Foster team work for a healthy and collaborative relationships.
6. Strong public speaking.
7. Engage a broad cross-section of the community.
8. Competence in Microsoft Word, Excel, Power Point and other presentation software.
9. Satisfactory results of drug screening and background check.

Professional Qualifications

1. Bachelor degree or the equivalent.
2. Minimum of 3 years in related leadership experience.
3. Experience in administering services to families, adults, youth and/or children.
4. Effective leadership and managerial skills.
5. Strong written and oral communication skills.
6. Board understanding and knowledge of Southeast Asian community.
7. Adapt to diverse situations and a broad spectrum of people and culture.
8. Excellent problem-solving, decision-making and assertiveness skills.
9. Be a person of integrity and compassion.

HCCA is an EOE employer. Send cover letter and resume by September 15, 2017. To apply, please contact Hmoob Cultural and Community Agency or Ka Ying Vang, address 1815 Ward Avenue, La Crosse, WI 54601. Phone (608) 781-5744.