

## **Now Hiring: Fort Atkinson Club Executive Director**

Serve as the leader of our local nonprofit. Our downtown location and historic building provide a unique opportunity to support our community's diverse set of programs and events. We strive to serve through education, arts, well-being, business, and civic engagement and to foster a culture of inclusion, celebration, and continuous learning.

Our Mission: Our organization exists to enrich the local quality of life by providing cultural and educational experiences, honoring our heritage, and celebrating in ways that are accessible, inclusive and meaningful.

The Executive Director will directly execute and oversee the organization's operations related to administration, program development, community partnerships, fundraising & revenue generation, and strategic planning.

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**Hours:** Full-time; 40 hours/week, flexible schedule, some night/weekend work required based on event & staffing schedule

**Work Setting:** in-person (Fort Atkinson Club staff office); hybrid work environment as needed

**Compensation:** \$60,000 - \$65,000 annually

**Additional Benefits:** 10 paid holidays plus 3 weeks PTO; partial cell phone reimbursement

**Reports to:** Board of Directors

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### **Requirements:**

1. At least two years of experience working in a nonprofit leadership role or other community engagement position with a proven history of successful fundraising work is preferred
2. Experience and skill with board governance preferred
3. Experience and strong track record with managing staff and volunteers
4. Strong written & verbal communication skills, with the ability to effectively message the organization's mission, goals & impact to donors, volunteers, and the overall community
5. High-level strategic thinking and planning; ability to envision and convey the organization's strategic growth to the staff, board, volunteers & donors
6. Ability to set fundraising goals and structure plans to achieve them
7. Strong financial management skills; experience with budget creation & analysis, financial reporting, etc.; QuickBooks experience preferred
8. Strong organizational skills, with the ability to prioritize director-level tasks related to program development, staff/volunteer management, facility management, revenue generation, and more
9. Bachelor's degree preferred

## **Expectations:**

1. Commitment to the Fort Atkinson Club's mission and vision
2. Serve as a community ambassador for the FAC
3. Attend and serve as lead staff at monthly board meetings & Board Committee meetings
4. Complete all work with a high level of transparency and integrity
5. Focus on growth of the FAC in key strategic areas: fundraising, community partnerships, brand awareness & program development
6. Schedule and manage employees and/or volunteers to effectively staff events

## **DUTIES & RESPONSIBILITIES**

The Executive Director will lead all efforts related to the operations and management of the organization. Specific duties will include, but are not limited to:

- **Strategic Growth:** pursue goals for the FAC based on the established strategic plan; expand internal FAC community programming; increase outside programming; increase fundraising efforts/revenue generation; lead marketing & communications focused on improving community visibility/overall awareness
- **Board Governance:** work with the board on setting overall financial & strategic goals to fulfill the organization's goals; responsible for leading the FAC in a manner that supports and guides the organization's mission as defined by the board of directors; responsible for communicating effectively with the board and providing timely and accurate information necessary for the board to function correctly and to make informed decisions
- **Staff and Volunteer Management:** supervise & collaborate with FAC Events Manager & Facility Manager; Actively promote volunteer opportunities with FAC; harness relationships with existing FAC volunteers; manage any personnel issues with staff & volunteers; responsible for hiring of staff (as needed)
- **Financial Management:** coordinate with the board treasurer & finance committee on annual budget creation; develop plans for revenue generation (including critical tasks to achieve those plans); execute successful fundraising strategies/campaigns; increase FAC friends; prepare & present financial statements to the board every month; responsible for the overall financial integrity of the organization
- **Building Operations:** work closely with the Facility Manager to ensure proper planning of upcoming building/facility needs; review and approve contracts for building services, required inspections & repairs; serve as an emergency point of contact for any significant building issues, building users, or staff members on-site
- **Marketing & Communications:** lead all communications efforts to community members and key stakeholders; ensure the integrity of all community-facing branding projects; maintain the website and social media pages in partnership with the FAC Events Manager

The Fort Atkinson Club does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all of our staff, clients, and volunteers.

**To Apply: email a resume and cover letter to [board@fortatkinsonclub.org](mailto:board@fortatkinsonclub.org) with "FAC Executive Director - Your Name" as the subject line**

**Applications will be accepted until 5:00 p.m. on Friday, January 17, 2025.**

Any questions about the position may be directed to Leslie LaMuro, hiring committee chair  
[board@fortatkinsonclub.org](mailto:board@fortatkinsonclub.org)

