

## **Wisconsin United Coalition of MAA, Inc.**

### **JOB ANNOUNCEMENT**

**JOB TITLE: Executive Director**

**LOCATION: Madison, WI**

**DATE: November 1<sup>st</sup>, 2011**

The Wisconsin United Coalition of Mutual Assistance Associations (WUCMAA) is an umbrella organization for the 13 member agencies in Wisconsin that serve the needs of the WI Southeast Asians.

**PRIMARY FUNCTIONS:** The primary function and responsibilities of this position are to:

1. Implement the strategic goals and objectives of WUCMAA.
2. Implement leadership and resources toward the achievement of WUCMAA's philosophy, mission, strategies, and its annual goals and objectives.
3. Work with the Board President of WUCMAA and the board of directors to enable the Board to fulfill its governance function.
4. Manage WUCMAA's projects, programs and financial matters.

**PRIMARY DUTIES:**

1. Provide day to day management of the WUCMAA office.
2. Lead and implement WUCMAA's projects, programs and events, as directed by the Board of Directors.
3. Cultivate and manage relationships with agency partners, members, Hmong community leaders, and funders.
4. Implement and direct fund and resource development, including identification of funding prospects, grant shaping, and collaboration with foundations and donor cultivation.
5. Develop and implement program forms, manuals, and training materials.
6. Develop, maintain, and implement sound financial/fiscal practices.
7. Develop and prepare budget, financial and program reports.
8. Manage the Revolving Loan program.
9. Manage the Tobacco Control program.
10. Compile and report agency business to the board of directors.
11. Serves as the primary spokesperson for WUCMAA with the executive leadership of the WUCMAA Board, with the wider community, with the advocacy colleagues, and the media.
12. Serve as head of staff, and supervise both program and support staff.

## **WUCMAA-Job Announcement-November 1<sup>st</sup>, 2011**

### **QUALIFICATIONS:**

#### **Required**

1. BA/BS in Business or Public Administration or related field.
2. Demonstrated 2-3 years of experience developing and maintaining sound financial/fiscal practices.
3. Demonstrated 2-3 years of experience developing and preparing a budget and financial reports.
4. Demonstrated 2-3 years of strong management and supervisory skills and experience.
5. Demonstrated 2-3 years of strong grant writing and fundraising experience.
6. Demonstrates effectiveness and lead experience in fund development.
7. Demonstrates leadership ability in strategizing and coalition building.
8. Must be knowledgeable about the Hmong and their experiences.
9. Must be able to work evenings and/or weekends.
10. Excellent communication skills in English and Hmong, including public speaking.
11. Culturally sensitive, and able to work well with people from various backgrounds.

#### **Preferred**

1. Experience in non-profit work as it relates to the Mutual Assistance Associations (MAA).
2. Experience working with business loans.
3. Experience working with tobacco prevention type program.
4. Master degree in related field.

**SALARY: \$30,000 - \$35,000, commensurate with experience. Benefits are negotiable.**

#### **To Apply:**

Please send a cover letter, resume, and a list of at least 3 references and their contact information by **November 30th, 2011** to:

President Wa Yia Thao  
Wisconsin United Coalition of MAA, Inc. (WUCMAA)  
401 9<sup>th</sup> Street  
Green Bay, WI. 54304  
or, E-mail to: [ya.thao@nwtc.edu](mailto:ya.thao@nwtc.edu)

WUCMAA is an equal opportunity employer and all qualified candidates are strongly encouraged to apply.