



EXECUTIVE DIRECTOR

The Lussier Community Education Center (LCEC) is a grassroots community center with a spirited history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Jefferson Middle School and Memorial High School, the LCEC has a mission of *building community, creating opportunities, enriching education*.

The **Executive Director** is the leader of a vibrant community space known for its programs, services, and strong relationships. This includes the many volunteers and donors who sustain the organization and the staff who guide the programs and build powerful relationships within the community. The Executive Director is a skilled administrator but also a person who inspires and develops members of the community through meaningful relationships, and by ensuring quality programs. The Executive Director engages with the Board of Directors on long-range strategies to achieve the LCEC's mission and ensure the organization's stability. Together with the Board and staff, the Executive Director develops programmatic, organizational, and financial strategies, and carries out plans and policies authorized by the Board.

Hours: Full time, Onsite at west side Madison location, Generally M-F with occasional evening and weekend commitments, Occasional offsite meetings and events as needed

Compensation: \$80,000/year

Benefits: 100% employer-paid premium for health insurance plus a health reimbursement arrangement; competitive paid time off package that includes pay for vacation, personal days, sick leave, and multiple holidays; dental insurance; short- and long-term disability insurance; life insurance; 403(b); and flexible spending account

GOALS & RESPONSIBILITIES

Make a real and significant impact on people's lives through high quality programs.

- Lead a workplace culture of constant and systematic striving to improve program quality and impact through long range strategies and plans to achieve the mission of the LCEC
- Establish collaborations and partnerships which support the achievement of the mission
- Lead efforts to deeply integrate the [Lussier Framework](#) into all aspects of the LCEC's work

Make the LCEC a hub for community engagement of all kinds, particularly leadership by traditionally marginalized groups.

- Develop, maintain, and support a strong and diverse Board of Directors and board committees
- Further lead efforts to integrate leadership development and organizing into the work of the LCEC

Make a real and significant impact on people's lives through a strong and effective staff team.

- Create and maintain a culture of continuous growth and professional development of staff
- Lead, coach, develop and retain a strong, effective, and motivated staff team
- Directly supervise the Director of Operations, Director of Programs, and Director of Development

Inspire more people and organizations to financially support the work of the center.

- Participate actively in the development and implementation of the LCEC's annual and long-term fund development plans
- Lead specific fund development initiatives and actively support fund development efforts in general
- Develop, strengthen, and maintain relationships with individual, organizational, and governmental funders and prospects
- Work with staff, board members and volunteers to identify and approach donor prospects
- Publicly promote the mission and work of the center

Responsibly steward the resources of the center to most effectively meet the center's goals and objectives.

- Develop annual and long-term budgets and financial plans for Finance Committee and Board review and approval
- Monitor and control expenditures in accordance with the budget and provide timely financial information to the Finance Committee and Board
- Ensure necessary LCEC policies and procedures are developed and implemented
- Ensure effective administration and operation of the LCEC

SOUGHT EXPERIENCE

- Professional and lived experience preparing them to lead a nonprofit neighborhood community center with 25+ staff, a \$1.4 million budget, and welcoming more than 4,000 people per year through its doors.
- Professional and lived experience preparing them to be a leader within the LCEC alongside community members, youth, and their families, most of whom are BIPOC folks who are living with limited financial means.
- Incorporated antiracism and social justice into their life and work and are comfortable exploring racial and social justice with others.

SOUGHT PERSONAL QUALITIES

- Approachable & open
- Responsible
- Organized
- Welcoming
- Diverse & culturally competent
- Manages change
- Leverages talent on team
- Respects staff, community, & youth
- Has a vision & brings people into it
- Good communicator
- Fundraiser
- Actively reaches out to team & community

TO APPLY

Download an LCEC application or complete the online application at LCECmadison.org/about/job-opportunities/. Submit completed application along with a cover letter and resume to jobs@LCECmadison.org. For best consideration, please **apply by January 27th, 2023**. The LCEC is an EOE/AA employer.