

JOB POSTING FOR WEBSITE & SOCIAL MEDIA

Executive Director and Program Innovator Sought to Lead Workforce Development for Native Americans in Southeastern Wisconsin

Spotted Eagle, Inc. is a small agency that has served the Native workforce development community of Southeastern Wisconsin for well over 40 years. The Executive Director position is a hands-on opportunity for a qualified change-maker to carve out new pathways and make a positive difference in the lives of the people we serve.

We are looking for someone with commitment, passion, and leadership skills to propel Spotted Eagle to the next level.

As a workforce development agency, Spotted Eagle serves the American Indian community through educational preparedness, workforce readiness, and career advancement services, through the Workforce Innovation Opportunity Act (WIOA), Section 166 American Indian Grant for Southeastern Wisconsin. Spotted Eagle is a 501(C)3 non-profit organization funded by the U.S. Department of Labor, Division of Indian and Native American Programs. The agency also works with other grant opportunities and organizations whose mission and goals align with those of Spotted Eagle.

Spotted Eagle is an equal-opportunity employer.

As the Executive Director, you will receive:

- This is a salaried, full-time position with benefits.
- The chance to be a part of something greater for Native people living in Southeastern Wisconsin.
- Unique opportunity to lead a team that will lay down the foundation from which Spotted Eagle will grow.

Position Requirements:

- A Bachelor's Degree in Business Administration, or related field, or equivalent work experience.
- Extensive experience in program management may be substituted in lieu of educational requirements.
- Minimum of two (2) years of experience as a Program Administrator, Manager, or Executive Director of a human services program or agency.
- Excellent verbal and written communication skills
- Excellent human relations skills, including personnel management
- Ability to handle diverse tasks
- Must be bondable
- Must have a valid driver's license and automobile
- Knowledge and experience working with the American Indian population

Responsibilities:

- The Executive Director, under the guidance and direction of the SEI Board of Directors, will demonstrate responsibility for agency operations, including program development and implementation, fiscal management, personnel management, and resource development.
- Additionally, the Executive Director will plan, develop, administer, and provide direct services when needed for SEI programs to provide employment, training, educational, and social welfare opportunities to the American Indian community. Cooperates and collaborates with business, civic, and other organizations to develop programs and services to meet the needs and interests of the American Indian community.
- Assist the Board of Directors in the development of agency policies and procedures, and demonstrate responsibility for the successful implementation of Board policies.

Location:

Spotted Eagle is located at 6767 West Greenfield Avenue LL2, West Allis, WI 53214 (lower level of the Tri-City Bank building). The phone number is (414) 342-0700, and the website is www.spottedeagle.org.

To Apply for the Executive Director Position:

Qualified candidates should email their cover letter and resume to careers@spottedeagle.org.