



***We're looking for a new Executive Director to lead this dynamic team and organization in Dayton and Rancho!***

Under the guidance of the Board of Directors, the Executive Director is responsible for leading this nonprofit and is committed to strengthening community with passion through youth development, healthy living, and senior citizen engagement. This is an active, hands-on position as the Executive Director will oversee the entire operation of the organization, including membership, marketing, programs, facilities, volunteer and staff development, financial development, community relations and collaborations with community agencies.

### ***Essential Functions***

- ❑ Provide leadership and management over all areas of operations of TRVCC
- ❑ Inspire a positive attitude and build a cohesive team; manage, recruit, train and mentor staff
- ❑ Advocate and promote the TRVCC mission and core values to the community
- ❑ Lead fundraising efforts and fiscal management
- ❑ Cultivate a positive culture: Create and cultivate programs with distinction using an innovative and creative imagination
- ❑ Lead with good work/life balance while performing other related duties, when required, for the purpose of ensuring the efficient and effective functioning of the work unit (this includes early morning, evening and/or weekend work).

### ***Desired Skills and Abilities***

- ❑ ***Language Skills:*** Ability to effectively present information and respond to questions from co-workers, members, the Board and the general public. Demonstrate excellent written and verbal communication skills and personal values consistent with TRVCC mission.
- ❑ ***Technical Skills:*** Ability to apply basic computer and mathematical skills to program development, management and appraisal. Quickbooks knowledge/experience.
- ❑ ***Reasoning Ability:*** Ability to solve practical problems and work through situations of varying gravity. Ability to make sound decisions in a timely manner. Ability to lead with character and integrity.

### ***Requirements***

- ❑ Bachelor's degree preferred
- ❑ Minimum of four years experience with managing/leading an organization and employees
- ❑ Valid Driver's License and evidence of insurability
- ❑ CPR/First Aid Certificate
- ❑ Ability to pass background check, to include MVR, fingerprinting and drug screening

***Salary Range:*** \$60,000 - \$75,000; includes a competitive compensation package.

Qualified candidates should submit a resume and letter of interest to [stacia@peakconsult.net](mailto:stacia@peakconsult.net). A full job description is available upon request. Questions can be directed to Stacia Skretteberg at 307-752-3608.