

Position Opening – Leadership Door County (LDC)

LDC is a 501 © 3 non-profit agency which started with its first class in 1990-1991. We are seeking to hire a year-round, part-time (15 flexible hours per week) Coordinator. This is a newly created position with room for growth. The successful candidate will be able to work independently from the LDC Sturgeon Bay office, manage and account for their time to accomplish varied tasks, communicate effectively with the LDC Board of Directors, volunteers, local businesses, non-profit and government partners. Effective written and verbal communication skills are essential. Knowledge of computer data base, WORD document, spreadsheet, Quickbooks programs required. This position requires experience in fundraising; grant-writing experience is preferred. The LDC Coordinator will be responsible for working with the Board to set the 9-month class session program annually including topics, speakers, locations, instructions, etc. Driver license, vehicle insurance and reliable transportation are required because local travel is part of this position. The professional hired for this newly created position will have the opportunity to build the job into a full-time position over time. Experience working with non-profit boards also a plus. Applicants with direct experience with LDC will be given priority consideration providing other requirements listed above are also met.

Interested parties will e-mail a cover letter, resume and the names and phone numbers of 3 references by February 21, 2012 to Inge Bacon, CPA at ibacon@charter.net.

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