

# HOOAH WI

## Executive Director

Full Time, 40 hours per week, salary \$62,000

HOOAH WI's mission is to eliminate suicide with a proactive approach to the overall wellness of service members, veterans and their support systems through programs and certified professionals. The purpose of this role is to implement the HOOAH WI program deliverables and overall growth strategy.

### Position Overview:

We are seeking an experienced and passionate Executive Director to lead HOOAH WI a non-profit organization. As the Executive Director, you will play a pivotal role in overseeing the organization's operations, strategic planning, fundraising, and program development to ensure we continue to support and serve our veterans effectively.

### Work Location:

This is a **remote position**; however, for logistical purposes, candidates must reside within approximately **40 minutes of Green Bay, WI** This ensures availability for occasional in-person meetings, training, or equipment pickup.

### Responsibilities:

- **Program Management:** Oversee all veteran-focused mental health programs, ensuring consistent delivery, scheduling, quality standards, and documentation.
- **Data Entry Management:** Maintain accurate and timely input of client, donor, and program data into organizational systems.
- **Marketing, Communications, and Promotions:** Manage all external communications, public relations, and promotional activities to raise awareness of services and events.
- **Fundraising Development:** Plan, coordinate, and implement fundraising initiatives to meet annual revenue goals.
- **Accounting/Financial Records:** Work with support staff to maintain accurate accounting records, track donor contributions, and prepare reports as required.
- **Banking Management:** Handle deposits, withdrawals, and other financial transactions in accordance with policy and procedure.
- **Partnership & Contract Management:** Create, review, and manage external partnership agreements and contracts.
- **Fundraiser Execution:** Organize and implement internal and external fundraising events statewide on a year-round basis.
- **Marketing Materials Design:** Develop and produce flyers, digital content, brochures, and other promotional materials.
- **Compliance Management:** Ensure organizational compliance with insurance requirements, nonprofit state/federal status, and raffle licensing regulations.
- **Donor Stewardship:** Maintain relationships with donors, ensuring timely acknowledgment, communication, and engagement.
- **Budgeting:** Develop, manage, and monitor the organizational budget in alignment with financial goals.
- **Strategic Plan Implementation:** Carry out and track the organization's strategic plan in coordination with the board of directors.
- **Community Outreach & Development:** Represent the organization in the community, build relationships, and expand visibility of programs.

- **Volunteer Recruitment & Management:** Recruit, train, schedule, and oversee volunteers to support organizational activities.

### **Qualifications:**

- Associate or bachelor's degree preferred but not required
- Proven experience in a leadership role within a non-profit organization
- Demonstrated success in fundraising, grant writing, and donor relations
- Exceptional communication and interpersonal skills.
- Strong financial acumen and budget management skills.
- Commitment to the organization's mission and values.
- Experience working with and understanding the unique challenges faced by veterans and their families.
- Military service or prior experience working closely with veterans is highly desirable.
- Ability to work independently and collaboratively, with a track record of building and maintaining effective teams.
- Background check required
- Valid Driver's License

### **Knowledge, Skills and Abilities:**

- Ability to lead others, both volunteer and employees
- Able to recognize and cultivate relationship potential with targeted partners/organizations and diverse populations to create a sense of urgency related to veteran suicide and mental health
- Ability to effectively collaborate with others, hold others accountable and reach mutually agreeable outcomes.
- Ability to represent the organization effectively to community partners, community leaders, corporate partners.
- Proven experience in community service development and sustained program integration.
- Ability and willingness to travel within the state of Wisconsin. Must have valid driver's license, access to reliable vehicle, good driving record and proof of automobile insurance
- Self motivated individual with limited need for oversight
- Ability and willingness to work some evenings and weekends as required for committee meetings, outreach and events.
- Ability to bend, stoop, lift and transport up to 25 lbs. of materials

### **Benefits**

- 15 days paid vacation
- This position does not currently offer any health, dental, vision or financial benefits
- Bonus Opportunities
- Equipment package to work remotely