



Executive Director – Live Well Live Atchison

About Live Well Live Atchison (LWLA)

Live Well Live Atchison (LWLA) is a 501(c) (3) non-profit organization health initiative created in 2010 by a partnership of community leaders and Atchison Hospital. The organization's vision is focused on developing one of the healthiest lifestyle cultures found in Kansas. This is being accomplished through collaborative planning with other local and area entities, community action, education, and policy advocacy. LWLA is operated under the auspices of a Board of Directors, with input from a Leadership Committee representing numerous agencies, institutions and businesses within Atchison County. (For additional details, visit livewellatchison.org.)

Job Title

Executive Director

Job Description

The Executive Director is responsible for the successful leadership and management of the organization according to the vision/mission and strategic direction set by the Board of Directors. Principal duties and responsibilities include the following:

- Provide leadership for day-to-day operations and short-term and long-term objectives
- Oversee financial planning, development and management, including budget preparation and securing adequate funding for the operation of the organization
- Develop and manage annual operational plan and goals
- Manage the planning, implementation and evaluation of the organization's programs and services
- Plan and implement community relations/advocacy initiatives through stakeholder communications and interaction with community groups, funders, government officials and other organizations
- Develop solid risk management program encompassing all aspects of the organization
- Oversee human resources planning, policies and management

Compensation

\$50,000-\$60,000 DOE and Benefits Package Available.

Qualifications

Education – Bachelor's degree required; Master's degree preferred

Experience – Management experience/project leadership in a non-profit organization preferred
– Experience in grant writing and grant management



Knowledge, Skills and Abilities

- Knowledge of leadership and management principles as they relate to non-profit organizations
- Familiarity with current community challenges and opportunities related to the vision and mission of the organization
- Experience in project, organizational and financial management
- Knowledge of human resources management
- Knowledge of state and federal legislation applicable to non-profit organizations, including employment standards, human rights, occupational health/safety, charities, taxation, CPP, EI, fiscal reporting, health insurance coverage, etc.

Professional Competencies

- Adaptability
- Strong Ethics and integrity
- Relationship Building
- Excellent Communication Skills
- Creativity/Innovation
- Client-Focused
- Teamwork
- Decision-Making
- Organizational and Planning Skills
- Personable
- Problem Solving Skills
- Strategic, Visionary Leadership

Proficiency in the Use of Computers

Word processing; financial management and reporting; e-mail/Internet/social media

Job Location

Atchison, Kansas, USA

Position Type

Full-Time/Regular

Successful candidates will pass background checks. Resumes will be accepted until position is filled. For confidential consideration, send cover letter and resume to krobinson@mytgc.org. Additional questions can be referred to Aggie Asher, Live Well Live Atchison Facilitator at 913.360.5597

Live Well Live Atchison is an Equal Opportunity Employer