



Kennedy Heights Community Center
199 Kennedy Rd., Madison, WI 53704, (608) 244-0767

Now Hiring: Executive Director
Deadline to apply: Tuesday, Nov. 30

About Kennedy Heights

The mission of the Kennedy Heights Community Center is to create a community support network for low to moderate income families; increase available resources and programs to improve the lives of residents and to develop and present social, educational, recreational and cultural programs for children, youth and adults.

Kennedy Heights Community Center is an Equal Opportunity Employer.

Executive Director: Position Details

- 1.0 FTE
- Occasional evening and weekend hours required
- Reports to the Board of Directors
- \$60,000 - \$66,000 salary (based on training and years of experience). Benefits include dental, health benefits, retirement contribution and paid time off.
- Work onsite at Kennedy Heights Community Center, 199 Kennedy Heights

Position Summary

The Executive Director leads the strategic and operational functions in support of the center mission. This role leads a team dedicated to providing high quality programming responsive to the Kennedy Heights apartment residents and surrounding community. The person in this role is responsible for ensuring fiscal stability and growth; has an understanding of the role community centers play in the life of families who are currently in income restricted situations.

We are looking for someone who has experience successfully working with diverse populations in a respectful manner; experience working with complex financial data and legal contracts; ability to write grant applications, a strong fundraiser, and excels with relationship management.

The Executive Director works in partnership with Kennedy Heights community, Meridian, Northside Community, non-profit agencies, staff, Board, and funders.

Job Responsibilities

Certifications and Trainings

- First Aid/CPR
- Mandated Reporter

Fund Development

- Lead and develop a fundraising plan and efforts
- Manage donor database
- Research and keep abreast of funding opportunities



Kennedy Heights Community Center
199 Kennedy Rd., Madison, WI 53704, (608) 244-0767

Now Hiring: Executive Director
Deadline to apply: Tuesday, Nov. 30

- Relationship management with the community, funders, local governments, service organizations and other nonprofits

Financial

- Oversee financial management, including the annual audit and nonprofit tax filings
- Develop and manage community center budgets
- Complete reports to funders, donors and the Board
- Manage guidelines established by each funding source
- Process invoices, payments, deposits in a timely manner, support monthly reconciliation and ensure financial documents are accurate and current
- Payroll administration

Administration

- Responsible for all aspects of Human Resources and personnel management
- Develop, maintain & implement the Affirmative Action Plan
- Office administration and resource management
- Board Engagement by keeping the Board informed to make fiscal and policy decisions, board communication and meeting management
- Maintain appropriate liability insurance for the organization
- Develop and successfully implement plans for resident & community engagement

Programming

- In conjunction with staff, develop, implement, oversee and evaluate center programming in accordance with funding source contracts, including (but not limited to) after-school drop-in programs for K-12 students, early childhood program for pre-K children, adult resources and employment support, the Kennedy Heights food pantry and the Asian outreach program.
- Support resident and community use of the facility.

Skills and Experience

- Ability to attain early childhood certification within 6 months of hire
- Ability and comfortable working with staff, residents, and community partners of different socioeconomic, racial and ethnic backgrounds, gender, and sexual orientation.
- At least 3 years supervision experience
- At least 5 years program management experience working with Black, Asian and Latino youth between the grades of K-12, and knowledge of developmentally appropriate practices, specifically conflict de-escalation and positive behavior management.
- Demonstrates a commitment to equity and providing a safe work environment
- Understanding of accounting principles & practices
- Strong program management and fundraising skills
- Ability to navigate and understand working in partnership with local schools and nonprofit partners.



Kennedy Heights Community Center
199 Kennedy Rd., Madison, WI 53704, (608) 244-0767

Now Hiring: Executive Director
Deadline to apply: Tuesday, Nov. 30

- Experience with contract and fund management, including applying for grants, maintaining documentation and preparing reporting.

Required Qualifications

- A COVID-19 vaccine is required to work at Kennedy Heights. Employees must receive their first vaccine dose before beginning work.
- Employees are also required to undergo a physical health exam at a doctor's office and provide a negative tuberculosis test before beginning work.
- Must pass a background check. Battery, domestic violence, drug offenses, and sexual misconduct will disqualify a candidate from consideration.

Preferred Experience

- Experience living or working with youth and families on the Northside
- A valid driver's license
- Either Level 11 or higher on The Registry or willing to complete training within the first 90 days of employment. Level 11 requirements include:
 - One-year diploma comprised of specific coursework from any Wisconsin technical college totaling 24 or more credits. Other out-of-state credentials submitted will be evaluated on an individual basis.
 - A combination of any 2 Registry Credentials
 - 30 related credits – Refer to key terms for information regarding related credits
 - Associate's Degree in another field plus any 1 Registry Credential
 - School Age Training

Compensation

This position will be paid a \$60,000 - \$66,000 salary (based on training and years of experience). Benefits include dental, health benefits, retirement contribution and paid time off.

Application Process

To apply, please send a resume and cover letter to the Kennedy Heights Board of Directors at director@khcommunitycenter.org by Tuesday, November 30, 2021.

Please reserve these dates on your calendar:

- Applicants will be notified of next steps by Friday, December 3.
- First-round interviews will be held Monday, December 6 and Wednesday, December 8 from 5:30-8:30 pm.
- Interviews for finalists will be held Monday, December 13 from 6-9 pm.

A job offer will be made by December 21, 2021 with a start date in early January 2022.