



WISCONSIN FAMILY TIES

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Madison, Wisconsin 53703

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JOB ANNOUNCEMENT

Associate Director

Wisconsin Family Ties is seeking an Associate Director to work closely with the executive director, collaboratively guiding the organization through a period of growth. Wisconsin Family Ties is a statewide nonprofit serving families that include children with mental, emotional or behavioral disorders. This is an excellent opportunity for someone who wants to use his/her initiative and creativity to grow and strengthen a nonprofit that has a great staff and an important mission!

Position Description

The Associate Director will provide support to the executive director and help set annual goals for the organization, submit detailed plans to meet or exceed those goals, and assist the executive director in the overall implementation and evaluation of the plan on an ongoing basis.

Key Requirements

- Experience as a parent or caregiver of a child with a mental, emotional or behavioral disorder strongly preferred
- Bachelors degree in business / nonprofit administration, other relevant field or equivalent experience
- Strong ability in all aspects of communicating, including listening and expressing ideas
- Nonprofit leadership experience or equivalent including fiscal responsibility, fundraising, operations, staff management and public relations
- Knowledge of special education and Wisconsin's child and adolescent mental health system
- Strong experience in grant writing
- Advocacy and/or public policy development experience

Job Summary

Employer: Wisconsin Family Ties, Inc.

Location: Madison, WI

Industry: Nonprofit human services

Job type: Part time (.6 - .75 FTE)

Education: Bachelors degree, masters a plus

Send resume and cover letter to info@wifamilyties.org. Please indicate the position title in the subject line of your email.