

*Fostering Potential
Soaring to New Heights*



Executive Director and Program Innovator to Lead Workforce Development For Native Americans in Southeastern Wisconsin

We are a small agency who has been serving the American Indian workforce development community for well over 40 years. We offer a hands-on opportunity for a qualified change maker to carve out new pathways for Spotted Eagle Inc., (SEI) and to make a positive difference in the lives of the people we serve.

Spotted Eagle Inc. is the Workforce Innovation Opportunity Act (WIOA) Section 166 American Indian Grantee for Southeastern Wisconsin. Spotted Eagle Inc. is a 501(C)3 non-profit organization funded by the U.S. Department of Labor, Division of Indian and Native American Programs.

As the Executive Director, you will receive:

- Full-time employment with competitive salary and benefits.
- The chance to be a part of something greater for American Indian people living in Southeastern Wisconsin.
- Unique opportunity to lead a team that will lay down the foundation from which Spotted Eagle Inc. will grow.

Position Requirements:

- A Bachelor's Degree in Business Administration, or related field, or equivalent work experience. Extensive experience in program management may be substituted in lieu of educational requirement.
- Minimum of two (2) years of experience as a Program Administrator, Manager or Executive Director of a human services program or agency.
- Excellent verbal and written communication skills
- Excellent human relation skills, including personnel management
- Ability to handle diverse tasks
- Must be bondable
- Must have valid driver's license and automobile
- Knowledge and experience working with the American Indian population

Responsibilities:

- The Executive Director under the guidance and direction of the Spotted Eagle Inc. Board of Directors, will demonstrate responsibility for agency operations including program development and implementation, fiscal management, personnel management and resource development.
- Additionally, the Executive Director will plan, develop, administer and provide direct services when needed for SEI programs to provide employment, training, educational and social welfare opportunities to the American Indian community. Cooperates and collaborates with business, civic, and other organizations to develop programs and services to meet the needs and interest of the American Indian community.
- Assist the Board of Directors in the development of agency policies and procedures and demonstrates responsibility for the successful implementation of Board policies.

Our Location:

Spotted Eagle Inc. is located 6767 West Greenfield Avenue LL2, West Allis, WI 53214 (lower level of the Tri City Bank building).

To apply for the Executive Director position, email resume to: recruitment@spottedeagle.us