

Executive Director
CORE Community Services

CORE Community Services, Inc. is seeking an Executive Director. CORE is a non-profit organization in Bayfield, Wisconsin established by Mary Rice in 2006.

The mission of CORE is to provide programs and services to seniors, their families, and caregivers to enable them to thrive and remain in their communities. To fulfill that mission, the organization operates a donation/resale store in Bayfield (ENCORE) and provides a broad spectrum of important volunteer services and community programs to Northern Bayfield County and Madeline Island.

The organization seeks a creative, seasoned, and energetic professional to strengthen and grow an essential organization with an annual budget of about \$200,000. The business provides program services through volunteers and finances its services through revenues from the ENCORE store, funders, and individual donors. CORE employees organize and coordinate the business and programs.

The Executive Director is responsible to report to the Board of Directors, and will:

- Assure that day-to-day operations of ENCORE, volunteer services, and programs run smoothly and meet the needs of seniors in the community
- Manage operations within the budget established by the Board
- Sustain the foundation of volunteers who represent the lifeblood of CORE
- Engage community leaders to integrate CORE with community programs
- Expand and initiate programs for seniors where needed
- Develop sustainable funding strategies to work with foundation and donor partners to build, expand, and improve mission-driven programs
- Keep CORE fresh and vital by telling our story and listening to volunteers, care recipients/participants, community leaders, funder resources, and other audiences.

Applicants should have leadership qualities, a college degree, excellent communication and people skills, and be prepared to lead a non-profit organization, raise charitable funds, and work with volunteers. The position is full time with holiday pay and vacation/personal leave. Compensation is competitive and commensurate with qualifications and experience.

For more information, contact Andrea Fisk at 715-779-3457 or admin@corecr.org.