

**Position Title:** Executive Director

**Organization:** House Calls of Menomonie, Inc.

**Location:** Menomonie, Wisconsin

**About Us:**

House Calls of Menomonie, Inc. is a nonprofit organization dedicated to supporting older adults and individuals with disabilities in maintaining independence and quality of life. Through compassionate services and community partnerships, we provide essential assistance that helps our clients remain safe, connected, and empowered.

**Position Summary:**

The Executive Director serves as the chief administrative and strategic leader of House Calls of Menomonie, Inc. This individual is responsible for overseeing daily operations, advancing the organization's mission, managing staff and ensuring financial sustainability. The Executive Director works closely with the Board of Directors, management team and community partners to strengthen and grow the organization's impact.

**Key Responsibilities:**

- Provide visionary leadership and strategic direction aligned with the organization's mission
- Oversee day-to-day operations, including program management and service delivery
- Manage and support staff, fostering a collaborative and positive work environment
- Develop and maintain relationships with community partners and donors
- Lead fundraising efforts, including grant writing, donor engagement, and special events
- Ensure sound financial management, including budgeting, reporting, and compliance
- Collaborate with the Board of Directors on governance, planning, and organizational development
- Promote the organization through community outreach and public relations

**Qualifications:**

- Bachelor's degree required, advanced degree in nonprofit management, public administration, or a related field preferred

- Demonstrated leadership experience, ideally in a nonprofit or community-based organization
- Strong financial management and fundraising experience
- Excellent communication, interpersonal, and organizational skills
- Ability to work independently while engaging diverse stakeholders

**Compensation & Benefits:**

- Competitive salary commensurate with experience.
- Health insurance, life insurance, health savings account, Simple IRA with matching funds, generous paid time off
- Flexible work environment
- Opportunity to make a meaningful impact in the community

**How to Apply:**

Interested candidates should submit a resume, cover letter with salary requirements, and three professional references to Deborah R Noll. Mail to PO Box 361, Menomonie, WI 54751 or email to [dnoll@housecallsinc.org](mailto:dnoll@housecallsinc.org). Applications will be accepted until 5-15-26. Anticipated start date of 8-4-2026.

**House Calls of Menomonie, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**