



Marcel's Way

Providing those whose lives are touched by Mitochondrial Disorders with information, education, and support.

P.O. Box 392 New Boston, NH 03070 (877) 412-4141 www.marcelsway.org

Marcel's Way: Executive Director

Seeking a part-time Executive Director for growing nonprofit organization which provides information, education and support to families afflicted with a Mitochondrial Disorder. Seeking an energetic self-starter with superb people, writing, and organizational skills who is dedicated to Marcel's Way's mission.

Candidate should have experience in nonprofit organizations and management including fundraising, public relations and obtaining grants. Salary is \$15,000 annually to start. The Executive Director position will be overseen by the Board of Directors.

Duties and Responsibilities:

- Work with Board to develop strategic planning for the organization
- Develop, manage, and deliver organization programs
- Act as spokesperson for the organization
- Develop and manage organization budget
- Facilitate and create the implementation of annual budgets, goals and objectives
- Strategize with board on all fundraising activities
- Oversee and implement fundraising
- Manage volunteers
- Schedule and lead Board of Directors meetings

Qualifications:

Candidates need a comprehensive understanding and experience of nonprofit management.

Desirable skills:

- Organization skills
- Computer skills (Microsoft Excel and Power Point)
- Sales and Marketing experience
- Public Relations
- Advertising
- Fundraising
- Financial skills
- Business writing and correspondence
- Experience with working on a non profit
- Experience with BOD

Benefits:

- Annual Salary of \$15,000 for 10-15 hours per week.
- Reimbursed for mileage and all out of pocket business expenses.

All applicants will be subject to a background check and a credit check.

Send resume and cover letter to info@marcelsway.org or contact us at Marcel's Way P.O. Box 392 New Boston, NH 03070 (877) 412-4141.