



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Executive Director (EP-040622-01)

**Location:** Carbondale, Illinois

**Salary:** TBD, depending on education and experience

### **Job Description**

A non-profit organization in Carbondale, serving domestic violence and sexual assault survivors, is seeking candidates for an Executive Director position. The Executive Director leads a management team, oversees programming in eight southern Illinois counties, and reports to the center's board of directors. Responsibilities include:

- Strategic planning
- Personnel supervision
- Program and fiscal oversight
- Fundraising
- Grant writing
- Public speaking
- Networking with local and state groups

The projected start date for this position is August 1, 2022.

### **Requirements**

- Bachelor's degree in related field and minimum of 3 years experience is required.
- Master's degree is preferred.
- Candidate must possess supervisory skills, knowledge of budgeting and financial planning; strong communications, public speaking and organizational skills.
- Flexible hours including some weekends and evenings is required.
- Candidate must possess a current driver's license, insured vehicle and willingness to travel.
- Applicants with experience in grant writing, program management and with previous training on sexual assault/domestic violence will be given priority.

### **How to Apply**

This employment opportunity is available at no cost to you! To apply, email your resume with "Executive Director (EP-040622-01)" in the subject line to: [EmilyPerks@mantracon.org](mailto:EmilyPerks@mantracon.org)

**Man-Tra-Con Corporation is a member of the American Job Center Southern Illinois,  
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