

Position Openings

Northwoods NiiJii Enterprise Community, Inc. is a nonprofit organization assisting three Native American Communities in sustainable development initiatives in the beautiful Northwoods of Wisconsin.

We are recruiting for the following positions:

Fund Development Director

Northwoods NiiJii Enterprise Community, Inc. (NNEC) is currently seeking a Fund Development Director, who is a seasoned development professional, and a proven entrepreneurial leader to lead and manage the expansion of its earned and philanthropic income programs. The Development Director will be responsible for developing and implementing the development strategy for NNEC, Inc. and achieving the organization's fundraising goals.

Qualifications:

- Bachelor's degree and/or equivalent prior experience, and
- Solid understanding of philanthropy and business;

General Professional Requirements:

- At least five years of management experience in business development or management consulting. Strong candidates will have demonstrated previous success in securing and growing significant client relationships and establishing enterprises;

Administrative Assistant, Lac du Flambeau Chamber of Commerce

On behalf of the Lac du Flambeau Chamber of Commerce, NNEC is seeking an Administrative Assistant who is an experienced customer service professional, driven by results, goal achievement and organizational success. The Administrative Assistant will be responsible for providing support to the Executive Director of the Chamber in the day to day operations of the organization including marketing and public relations. Must be available weekends and evenings.

Qualifications:

- High School Diploma required, Associated Degree preferred;

General Professional Requirements:

- At least one year Chamber of Commerce employment and one year office experience;
- Strong fundraising, communication, computer, team-building, event planning and coordination skills;

Americorps*VISTA Member

Full time position. The Americorps*VISTA member will provide project support to the organization and its 85 community development initiatives. Responsibilities include communications, community organizing, group facilitation, reporting and project support as assigned. This position offers an opportunity to make a difference in impoverished communities and learn valuable job skills.

Qualifications:

- Bachelor's degree in any field and interest in philanthropy;

NNEC will accept resumes, references and salary history/requirements by e-mail or hard copy. Materials should arrive no later than November 11, 2006 to: Patricia O'Neil.

E-mail: postanton@msn.com. Please state the Job Announcement: Position Title in the subject line. Or, send completed application materials to:

Patricia O'Neil, Executive Director
NNEC, Inc.
114 E. Monico St.
Rhineland, WI 54501