



Pathfinder Services of North Dakota

Position Posting: Executive Director

DESCRIPTION AND APPLICATION INFORMATION

Executive Director will be responsible for the professional leadership and management of Pathfinder Services of North Dakota, working with Board of Directors, staff, and volunteers in the pursuit of Pathfinder's mission and attainment of its strategic goals.

Under the direction of the Board of Directors, Executive Director is responsible for overall operations and protection of the organizations' financial assets while ensuring compliance with Federal and State grant requirements.

Successful candidate will possess the drive to unite parents and teachers with the resources to build positive futures for and with children, students and young adults with learning differences and challenges.

Experience and Education Requirements are as follows: Bachelor's Degree or equivalent of 3-5 years' experience with children's disability services; experience in nonprofit sector; strong administrative, organizational, written, and oral communication skills; monitor systems and procedures for government grant compliance; experience in Microsoft Office Suite; and possess a valid driver's license and vehicle. (Refer to Job Description for more information.)

Must be able to pass a criminal background check.

To apply: email **Cover Letter and Resume** to executive.director@pathfinder-nd.org no later than 03/06/18.

Cover letter should be only one-page, indicating: 1) candidate's unique experience, skills and qualifications that would allow them to lead Pathfinder to success; 2) salary requirements; and 3) three professional references.

Pathfinder Services of North Dakota is an equal opportunity employer.