



Cricket Academy, Inc. P.O. Box 270593, Milwaukee, WI 53227
414-416-4680, www.cricketacademy.org

Position: Executive Director, Cricket Academy, Inc.

Date Posted: 11/08/11

The Cricket Academy Board of Directors is seeking an energetic, experienced leader to serve as the Executive Director of Cricket Academy, Inc.

Cricket Academy is a local, non-profit Saturday morning program that offers instruction in Chinese culture and Mandarin language to more than 200 children and adults throughout the Milwaukee metropolitan region. Cricket Academy, with its foundation built within the community of families who have adopted children from China, strives to serve all families in the Greater Milwaukee area with an interest in learning about the Chinese culture and language.

Essential Qualifications:

- A passion for our mission and a talent for engaging the community in achieving our vision
- Previous experience in non-profit management, Boards of Directors and their committees
- Strong written and oral communication skills with a focus on volunteer recruitment, coordination, and recognition
- Proven leadership in an organization during a period of growth, transition, and change

Preferred Qualifications:

- A BA/BS degree in education, administration, or related social science
- Familiarity with Chinese culture and Mandarin language

Location: Classes are currently held in Wauwatosa, Wisconsin. Families who attend Cricket Academy reside throughout southeastern Wisconsin. Future growth may include class locations in other parts of the Greater Milwaukee Area. A computer and cellular phone will be provided for the Executive Director to conduct most job-related duties from home.

Position Type: The position is part-time, salaried, and year-round. The position is flexible, typically averaging 15 to 20 hours per week plus time on site Saturday mornings from September to May when classes are in session (12 classes in Fall, 15 classes in Spring). It takes effort and commitment to ensure a smooth operation week in and week out. It is best thought of as a volunteer role with some compensation.

Responsibilities:

MANAGEMENT:

- Oversee facility rental and usage.
- In conjunction with the Curriculum Director, develop registration materials for each semester.
- In conjunction with the Board Treasurer, set tuition rates for the school year.
- Work with Marketing Committee throughout the year to develop potential markets.



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- Facilitate complete registration process including distribution, collection, enrollment, class lists, waiting lists, and enrollment confirmation.
- Plan and conduct three special events per year: Chinatown trip, Chinese New Year Celebration, and End of Year Celebration.
- Work with staff to accomplish purchasing of relevant supplies and implement reimbursement system.
- Conduct bookkeeping utilizing Quickbooks.

COMMUNICATION:

- Maintain regular communication with families enrolled in classes at Cricket Academy through newsletters, email list, and website.
- Maintain contact with Cricket Academy alumni through mail, email list, and website.
- Establish and maintain relationships with: Chinese organizations in southeastern Wisconsin and local, state, and national Mandarin language-learning organizations.
 - In conjunction with Marketing Committee and Board Chair, coordinate public relations, serving as the contact for local news and media outlets.

TEACHER AND VOLUNTEER DEVELOPMENT:

- Oversee the recruitment, training, and supervision of paid staff including Curriculum Director.
- Oversee the recruitment, training, and supervision of volunteer corps including classroom volunteers, volunteers for special events and volunteers for specific projects.
- Develop a pool of teachers and classroom volunteers to serve as substitutes.
- Oversee payroll coordinator, who collects employment forms and handles relations with Paychex for monthly payroll.

BOARD OF DIRECTORS AND GOVERNANCE:

- Work with a diverse Board to develop appropriate policies to ensure the efficiency and effectiveness of programs.
- Provide leadership in developing relevant program, organizational, and financial plans with the Board of Directors and staff; carry out plans authorized by the Board.
- Continually keep the Board abreast of any internal shifts or changes.
- In partnership with the Board and staff, develop and implement appropriate fundraising and financial development strategies.
- Coordinate with Fund Development Committee to investigate possible grant sources and to prepare and submit grant applications.

To apply, please submit resumé to Sally Winberg, sallywinberg@yahoo.com, 4580 Meadow View East, Brookfield, WI. 53005; (414-322-5071). Email submittal of resume and cover letter are preferred.

All applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability or unfavorable discharge from military service. Cricket Academy Inc is an equal opportunity employer.

Cricket Academy, Inc. is a non-profit organization and qualifies as a public charity under 501(c)(3) of the Internal Revenue Service Code. All donations are fully tax deductible to the extent no goods or services are received in exchange for contributions.