

SEEKING EXECUTIVE DIRECTOR

for the Northfield Enterprise Center (NEC)



The Executive director is responsible for advising area businesses of all sizes to help them succeed and grow. Working as a consultant/advisor and coach the Executive Director will assist existing businesses and help entrepreneurs seeking to start new businesses. Reporting to a board of directors, the Executive Director will have accountability for program direction, execution, marketing, fundraising, and operations.

PREFERRED QUALIFICATIONS

Five years of proven experience in business and/or business advising and an in-depth knowledge of business plan writing and financial projections. The ability to think strategically and be results driven is a must.

HOURS/COMPENSATION

The compensation for the 20 hour per week position will be dependent on experience and demonstrated qualifications.

APPLICATION DEADLINE

For immediate consideration please email a cover letter and resume to info@northfieldenterprisecenter.com

Applications must be received no later than
Monday, June 27th at 4:00 pm

A position description is available on request.

The NEC is a private, nonprofit organization