

Memphis Part-Time Executive Director

ITN*Memphis*, a nonprofit providing rides to older adults and those with a visual impairment, seeks a part-time Executive Director to help grow the organization. Incorporated in 2012, ITN*Memphis* is part of the national ITN*America* network of volunteer transportation providers. A dedicated group of volunteers has stewarded the effort to this point, and ITN*Memphis* now seeks an experienced part-time Executive Director to helm this important service organization.

This part-time position, with potential for growth into full-time as the organization grows, will have primary responsibility for overall management of the organization, including financial sustainability, adherence to all applicable regulations and requirements for a nonprofit, supervision of employees and volunteers, and community outreach efforts to ensure local support.

This position requires-

- substantial business or nonprofit experience (experience in transportation not required)
- strong written and verbal communication skills
- comfort with finance and budgets
- ability to recruit volunteer drivers and Board Members
- fundraising experience

The ability to hit the ground running and a network of pre-established community connections are essential to success.

This is a flexible position, and the incumbent will receive ongoing support and training from the national organization ITN*America*. Salary for this half-time position will be \$30,000 per year (hourly rate \$28.84).

How to Apply: Please email a resume and cover letter to Morgan.Jameson@itnamerica.org.