

## EXECUTIVE DIRECTOR

Northeast Employment and Training Organization, Inc.(NETO) is seeking an Executive Director to lead an established non-profit organization. The Executive Director manages and oversees the functions, operations and programs of the Agency with an emphasis on delivery of weatherization and comprehensive energy services to qualified households in the Northeast Kingdom of Vermont. Qualified applicants possess the ability to lead an agency consisting of 20 – 30 employees, responsible for financial management; chief liaison between the Office of Economic Opportunity and other program-related organizations.

Qualified applicants should have a minimum of three years of supervisory experience with multiple employees. Knowledge in the fields of construction, energy efficiency and/or weatherization helpful.

Experience in Non-Profit business practices and applications beneficial, but not mandatory.

The Executive Director reports directly to the Board of Directors and shares responsibilities with the Assistant Executive Director.

NETO is an Equal Opportunity Employer offering competitive benefits that include Medical, Dental and Supplemental Insurance Products, 403B, Vacation, Sick Leave and Paid Holidays.

To apply, please submit a Cover Letter, Resume and three Letters of Professional/Business References to

**NETO Board of Directors, PO Box 584, Newport, VT 05855** or e-mail to **martha.stevens@vtneto.org**. Deadline to submit resume is October 30, 2020.