



Thank you for your interest in the position of Executive Director with Miracle Travel Works (MTW).

Miracle Travel Works was established in 2011 with the mission of providing financial assistance to families faced with the need to travel for their children's critical medical care. Thankfully many organizations help support medical expenses but the travel portion is often not considered.

To date, MTW has run solely on volunteers. The Board of Directors has determined that it is necessary to take the next step in our evolutionary process by hiring an Executive Director. This person will help maintain the vision of MTW and allow expansion of our mission.

The position of Executive Director is a full-time exempt, work-from-home position paying \$50-\$60K per year. The ideal candidate will be eager to take the reins and assist our Board of Directors with daily administrative management of the charity as well as help bring the fundraising efforts to the next level. The Executive Director will play a pivotal role in the future success and growth of MTW enabling assistance to more families in need.

Individuals interested in the Executive Director position should submit a resume and cover letter to executive.director.applications@miracletravelworks.org

Should you have any questions or would like to receive additional information about MTW and our dedication to families in need, please do not hesitate to reach out to any of our Board Members.