



1000 Friends of Wisconsin Executive Director Position Description

The Executive Director (ED) will have overall strategic and operational responsibility for 1000 Friends of Wisconsin's staff, programs, expansion, and execution of its mission. The ED reports directly to the Board of Directors.

Responsibilities

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize 1000 Friends of Wisconsin staff, interns, volunteers, board members, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of the board, seek and build board involvement with strategic direction for ongoing operations

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations and statewide expansion
- Deepen and refine all aspects of communications—from web presence to newsletter to expand recognition
- Use external presence and relationships to garner new opportunities

Planning & New Business:

- Build partnerships in new areas, establishing relationships with the funders, and political and community leaders

Qualifications

The ED will be thoroughly committed to 1000 Friends of Wisconsin mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Senior management experience; track record of effectively leading staff; ability to take an organization to the next stage of growth
- Commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders
- Strong written and verbal communication skills
- Ability to work effectively in collaboration with diverse groups of people