

Farm Wisconsin Discovery Center (FWDC)

Job Description

Job Title: Executive Director

Position Purpose: The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. Building a development and fundraising strategy to sustain on-going operations will be one of the primary goals of the position. Position is responsible for clear and consistent messaging, educational programming, and effective outreach. Position is responsible for the overall management and providing leadership to the management team.

The Wisconsin Agricultural Education Center WAEC (operating under the name of Farm Wisconsin Discovery Center) will educate people of all ages on the importance of agriculture with a focus on community, food process and safety, dairy production, other agriculture commodities, and environmental stewardship. The Center will provide visitors with an understanding and appreciation of where their food comes from and the importance of agriculture in their lives. The Center will showcase Wisconsin's rich history and adaptation to modern technology to serve the needs of our growing population.

Job Responsibilities will focus on management, fundraising, and organization operations:

I. Management

Board of Directors/Executive Committee

- Organize and attend all Board, Executive and Standing committee meetings as an ex-officio member, providing materials, advice and information as needed for the board to make decisions.
- The Executive Director is bound to comply with any formalized directives of WAEC's Board of Directors.
- Maintain a working knowledge of the laws and regulations associated with preserving WAEC's 501(c) (3) status.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Other duties and tasks as directed by the Board.
- Maintain the official minutes, By-Laws, and other documents of WAEC.
- With the Board, assist with the development and execution of WAEC's strategic plan.

Budgets and Fiscal Management

- Responsible for the fiscal integrity of WAEC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget and ensures maximum resource utilization.

II. Fundraising and Marketing

Business Development

- Assist with the implementation of the WAEC Fundraising Plan under the direction of the Board.
- Assist Board with the development of materials to be used to demonstrate the vision of the WAEC.

- Cultivate effective personal relationships with private donors, foundations, and businesses (actual and prospective).
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Public Relations/Marketing

- Represent FWDC as its spokesperson to the general public and seek opportunities to promote the FWDC in public forums.
- Maintain a good working relationship with the media.
- Assist with the development of annual reports, newsletters, education and promotional literature.
- Raise and maintain public awareness of the accomplishments and goals of the FWDC.
- Establish sound working relationships with supportive community groups and organizations.
- Build and promote a successful membership program for FWDC.

III. Organization Operations

Resource Management

- Responsible for the direct supervision, hiring and retention of competent, qualified staff at the management level.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Act as liaison between FWDC and Lakeshore Technical College and Grotegut Dairy Farm

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty to a high standard. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Related Experience:

- A bachelor's degree or equivalent and a minimum of five years recent related occupational experience in working in business, marketing, managing a non-profit, or a related field.
- The Executive Director must have experience in fundraising/development (including private donors, foundations, and businesses). Successful grant-writing experience is preferred.
- Business management skills including budgeting, accounting background and training.
- Proven ability to lead and manage employees.
- Experience working with and/or in Wisconsin's agri-business environment a definite plus.

Other Skills/Abilities

- The Executive Director must have a passion for agriculture; enthusiasm for the Vision and Mission of the FWDC and creativity in the promotion of FWDC's Mission.
- Ability to translate board's goals and objectives into actionable and measurable outcomes.
- A talent for "networking" with the financial donors, grant applicants, community leaders, and involved citizens.
- An understanding of the impact of social media in driving online campaigns.

- Superior written and verbal communication, interpersonal, organizational, public speaking, storytelling, and customer service skills.
- Computer skills (Microsoft Office, e-mail, basic design formatting).
- Knowledge of Quickbooks and accounting skills preferred
- Employee management and problem-solving skills

FARM WISCONSIN DISCOVERY CENTER EXECUTIVE DIRECTOR

Employment Application



| APPLICANT INFORMATION | | | | | |
|---|------------------------------|-----------------------------|------------|------------------------|------|
| Last Name | | First | | M.I. | Date |
| Street Address | | | | Apartment/Unit # | |
| City | | State | | ZIP | |
| Phone | | E-mail Address | | | |
| Date Available | | | | | |
| Position Applied for | | | | Desired Salary | |
| | | | | | |
| EDUCATION | | | | | |
| High School | | | Address | | |
| Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| College | | | Address | | |
| Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| Graduate School | | | Address | | |
| Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | | |
| | | | | | |
| RESUME AND REFERENCES | | | | | |
| <i>Please submit your resume along with a list of three references.</i> | | | | | |
| | | | | | |
| CURRENT AND PREVIOUS EMPLOYMENT | | | | LIST MOST RECENT FIRST | |
| Company/Organization | | | Phone | | |
| Address | | | Supervisor | | |
| Job Title | | Starting Salary \$ | | Ending Salary \$ | |
| Responsibilities | | | | | |
| | | | | | |
| From | To | Reason for Leaving | | | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | | |
| | | | | | |
| Company/Organization | | | Phone | | |

| | | | |
|--|-----------------|------------------------------|-----------------------------|
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | | |
| Company/Organization | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | | |

SKILLS AND QUALIFICATIONS

What jobs or tasks have you performed in the past that would be similar to the required skills of the Farm Wisconsin Discovery Center executive director position?

What additional experience qualifies you for this position?

What makes you the right fit for this job?

DISCLAIMER AND SIGNATURE

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date.

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature

Date

PLEASE RETURN COMPLETED APPLICATION WITH RESUME TO:

Email: Sheryl.nehls@yahoo.com

Mail: Sheryl Nehls, 1424 Webster Lane, Cleveland, WI 53015

Deadline: January 11, 2019

An Equal Employment Opportunity Employer, Wisconsin Agricultural Education Center provides equal opportunities in employment and programming including Title IX and American with Disabilities (ADA) requirements.