

Employer: University of Wisconsin Retirement Association (UWRA)
21 N. Park Street, Room 7205
Madison, WI 53715-1218
<https://uwramadison.org>

Job Title: Executive Director, Volunteer

Job-Type: Part-Time
This volunteer position requires a time commitment of approximately 20-25 hours per week and more at times.

Location: Remote and/or office location at 21 N. Park Street

Salary: Volunteer Position

Job Summary:

The Executive Director (volunteer) of the University of Wisconsin Retirement Association (UWRA) will provide administrative and program management support for varying initiatives across the association, making a generational impact for current and future members.

The Executive Director (volunteer) acts as a trusted advisor to the UWRA leadership team and ensures UWRA programs are aligned with and support the UWRA's long range plans. In addition, the Executive Director (volunteer) will work closely with UWRA partners, including association members, association committee members, other Big Ten institutions, UW Madison divisions (UW Housing, Wisconsin Conference Services, Chancellor's Office) and other organizations outside of the university community.

Job Responsibilities:

Provides administrative and project management support of UWRA goals and objectives, including but not limited to the following:

- Use of member management software (Wild Apricot) for scheduling events and meeting, memberships, and reporting. Association coordination for renewals. Website for documentation (25%).
- Schedules logistics for meetings, conferences, association activities including needed video platform support including but not limited to Zoom, Meets, Teams, WebEx, etc. (15%)
- Compiles/reviews, screens and evaluates correspondence and reports and recommends actions to Board of Directors. Prepare agendas for the Board of Directors. Provide statistics regarding the membership and software (15%).
- Serves as a primary point of contact for individuals and groups, provides organizational information via phone, in person and through other communication mediums. (10%)
- Develops, sends, receives copies and distributes communication regarding UWRA activities following established policies and procedures (10%).
- Provides leadership for the strategic and short-term planning processes, as well as obtaining and validating data needed for provide guidance for strategic decision-making by Board of Directors (10%).
- Monitors budgets, reviews, and approves expenditures (5%).
- Provides leadership and oversight of on boarding for new members of the association and Board of Directors (5%).
- Promotes inclusion and accessibility for all activities of the Association (5%).

Qualifications:

Desired Qualifications:

- Prior experience with member management software
- Editing and proofreading skills
- Ability to take initiative, make independent judgments and set own priorities to meet the demands of the position and exercise independent judgment and discretion with confidential matters.
- Excellent time management skills. Ability to work independently or collaboratively, manage multiple projects despite interruptions, and can adapt to changing needs and priorities.

Required Qualifications:

- Effective project management skills.
- Demonstrated strong communication skills, including clear and concise writing skills.
- Prior experience working with management, leadership, shared governance and/or community organizations.
- Ability to independently organize and manage multiple projects or responsibilities simultaneously.
- Prior experience with process improvement.
- Ability to interpret and implement complex policies and procedures.
- Demonstrated commitment to creating an inclusive and welcoming Association.
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)

Additional Information:

The UWRA is looking for a candidate who would enjoy a three-to-five-year role as our Executive Director, Volunteer. The successful candidate will be self-motivated, enthusiastic, willing to accept and initiate new projects, and recognize opportunities. In addition, they will possess positive and strong communication skills, be an independent problem solver and apply critical and conceptual thinking. Lastly, they are someone who is excited to work with our amazing community of retirees.

How to Apply:

We promote excellence through diversity and encourage all qualified individuals to apply.

To apply for this volunteer position, you will need to upload a cover letter, resume and contact information for at least three professional references, including your current/previous supervisor. References will not be contacted without advanced notice. Please email your materials to Mary Czyszczak-Lyne, Project Lead - UWRA mary.czyszczaklyne@wisc.edu.

Your cover letter should address your experience, knowledge, and skills as it relates to the listed qualifications for maximum consideration.

Deadline for full consideration:

April 17, 2023

Expected start date:

June 2023, with current Executive Director as mentor/trainer for up to six months.