

## **Position Description Executive Director, Milwaukee Women inc**

Milwaukee Women inc (MWi) is a collaborative effort of executive and professional women working to change the face and quality of leadership through the advancement of women. The organization was formed to:

- Accelerate the advancement of women in key leadership positions.
- Change the face and quality of leadership through the advancement of women.
- Encourage and support catalytic action by partnering with other organizations that share these goals.

Accomplishing the mission of MWi requires the concerted effort of many individuals. The executive director creates the framework for success by overseeing the essential work of the MWi and collaborating with volunteers to insure the realization of its mission.

Specific responsibilities include:

1. **Research:** MWi produces, publishes and disseminates a research report bi-annually to benchmark the progress of placement of women on the boards and in the executive offices of the largest public companies in Wisconsin. Working with the research committee, the executive director secures and oversees the contract with the research institution, directs the publication, launch and distribution of the report. Generating publicity and awareness of the research is paramount to the MWi's success.
2. **Fund Development:** The work of MWi is supported by energy and effort of volunteers and the financial contributions of donors. The executive director leads the volunteer committee that is responsible for the development and execution of a timely annual fund appeal.
3. **Coordination of GMC meetings:** The Greater Milwaukee Committee has committed that two of its regular meetings each year will be devoted to the issue of diversity. MWi works in consultation with the GMC on the meetings and co-leads the meeting at which the MWi research is released.
4. **Support of MWi committees:** The success of MWi is dependent upon the work of energized volunteers. The executive director will establish and work with committees to oversee the research, fund development and other committees as needed to execute the first three objectives. Within the scope of available time, the executive director will establish and support committees such as ION, pipeline support, communications, etc.
5. **Ongoing organizational support:**
  - Organize, facilitate and conduct monthly meetings, monthly organizational Notes and News
  - Oversee maintenance of website
  - Respond to emails, misc. inquiries and phone calls
  - Financial administration
  - Misc. administrative duties including supervision of administrative oversight.

**Qualities for success:** The ideal candidate must be results oriented and be comfortable working with senior level executives. The candidate should be able to balance multiple objectives, fluctuating time demands and function effectively in an unstructured, dynamic environment. The candidate should have excellent written and verbal communication skills. The ideal candidate will have the ability to increase the time commitment to the position if funding levels makes this possible.

**Reporting Structure** This position reports to the executive committee of MWi. The committee will provide a six month and annual reviews in the first year and annual reviews thereafter.

**Compensation** This is a quarter time position based on an average of 32 to 40 hours per month. It is a contract position without benefits. Salary is negotiable.

Please direct any inquiries, cover letters or resumes to Mary McCormick at 414.840.9623 or [marylmccormick@gmail.com](mailto:marylmccormick@gmail.com). Applications will be accepted through Monday, December 15<sup>th</sup>.