

Classification: Administrative Manager- Career Executive
Executive Director of the Wisconsin National Community Service (Serve Wisconsin) Board
Position ID: 326264

Position Summary

Under the general supervision of the designee of the Secretary of the Department of Administration, this position provides broad leadership in the conceptualization, development and implementation of complex statewide plans, policies and programs relating to national and community service initiatives. As Executive Director of the Wisconsin National and Community Service (Serve Wisconsin) Board, a 21-member, state-wide entity appointed by the Governor, this position manages and administers all aspects of Wisconsin's national and community service program and represents the State at the national level in multiple areas relating to community service and volunteerism.

This position supports the development of a comprehensive three-year State Service Plan, secures resources, makes available grant programs for local organizations, and provides technical assistance to applicants and grantees. This position supports the Board in exercising its powers, duties and functions prescribed in law. Duties include statewide planning and policy development, coordination, and budget management and implementation of significant program initiatives. Duties also include developing and maintaining extensive working relationships with multiple entities such as federal, state and local government officials, leaders of national non-profit organizations, and business leaders. Additionally, the position is responsible for providing consultation and recommendations to the Governor, Department of Administration Secretary and Wisconsin National and Community Service Board on program initiatives relating to national and community service. The position is responsible for managing Serve Wisconsin personnel and resources in accordance with applicable state and federal laws and policies. State and national travel is required.

Goals and Work Activities

- 40% **A. Provision of leadership in the conceptualization and development of plans, policies and programming relating to national and community service.**
- A1. Develop or implement policies and strategies to maintain or expand operational and program funding in support of Serve Wisconsin's mission.
 - A2. Assist the Board in preparing a State Service Plan for the Governor's approval that covers a three-year period with annual updating in accordance with section 178(e)(1)(A) through (I) of the Serve America Act.
 - A3. Prepare the annual Commission Support Grant, Training and Technical Assistance Grant and other applications for Board approval and submission to the Corporation for National and Community Service in order to maintain Commission financial support and operations.
 - A4. Provide executive level support for members of the Board including timely information and training.
 - A5. Develop and administer a statewide monitoring and evaluation program to ensure that goals and objectives are being accomplished.

- A6. Recommend legislative proposals or modifications to existing statutes to improve opportunities to engage in community service activities in Wisconsin.
 - A7. Represent the Board at national conferences, on committees, councils and other applicable entities; serve as the State's liaison to federal, state and local government officials, non-profit and private sector leaders to promote national and community service programs.
 - A8. Support promotional and publicity materials designed to broaden awareness of community service and volunteerism in Wisconsin while ensuring grantees broaden awareness at the local level.
 - A9. Actively participate with national community service organizations and commissions in other states.
- 40% **B. Oversee grant solicitation, contracting, monitoring, and reporting processes that maximize the use of AmeriCorps resources and enhance volunteer engagement strategies that align with the State Service Plan.**
- B1. Assure that systems are available to manage national standards for state commissions and state administrative requirements associated with grant contracting, human resource management, financial management, and procurement practices.
 - B2. Provide leadership for conducting grant solicitation processes in support of community service and volunteer initiatives that address community needs statewide.
 - B3. Maintain grant solicitation, contracting, oversight, and evaluation processes that support compliance with federal and state regulations, while accomplishing intended performance measure results.
 - B4. Support statewide training and technical assistance for organizations applying to receive national service funding through the Board, including the development of training methods and curriculum materials for grantees.
 - B5. Support electronic grant management systems with standardized data collection methods that enhance progress reporting.
 - B6. Disperse resources statewide to enhance the awareness of national service and volunteer opportunities.
 - B7. Develop a statewide system for the recruitment and placement of program participants and for the dissemination of information about community service.
 - B8. Provide linkages with national organizations and program coordination for organizations seeking alternative funding sources, health care and/or childcare benefits for program
- 20% **C. Administration and management of Serve Wisconsin employees and resources.**
- C1. Manage Serve Wisconsin staff capacity by balancing the size of the AmeriCorps State program portfolio and operational functions with the abilities and scope of staff roles.

- C2. Exercise a full range of personnel management duties including hiring, training, delegating assignments, salary administration and annual personnel performance evaluation in accordance with state laws, policies and procedures.
- C3. Assure that Serve Wisconsin staff receive mission focused training, support and direction that enhances professional development and maximizes AmeriCorps State program performance and compliance.
- C4. Encourage independence, self-improvement, and personal accountability within the context of staff roles, goals, and career development.

KNOWLEDGE. SKILLS & ABILITIES

- 1. Experience supporting Board governance.
- 2. Knowledge of National and Community Service laws, regulations and requirements.
- 3. Skill and experience in program management.
- 4. Skill in personnel supervision.
- 5. Supervisory style supportive of staff professional growth and development.
- 6. Demonstrate leadership skills including work ethic, initiative, advocacy, self-motivation, commitment, productivity, accountability and compliance.
- 7. Ability to prioritize and problem solve within complex bureaucratic environments.
- 8. Experience utilizing taxpayer resources effectively and efficiently.
- 9. Experience advocating and educating elected officials.
- 10. Knowledge and experience overseeing statewide grant making processes.
- 11. Knowledge of Wisconsin community needs and volunteer infrastructure.
- 12. Skill in communications and developing and maintaining interpersonal working relationships.