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## **Job Announcement – Executive Director, CHCSEW**

The Center for Healthcare Careers of SE Wisconsin (Center) is a non-profit organization that develops strategic activities to create a supply of fully skilled and capable individuals to be prepared to meet the current and future needs of the healthcare industry. The organization is a collaborative between Ascension, Advocate Aurora Health, Children’s Wisconsin and Froedtert Health.

The Executive Director supports the Board of Directors in establishing and executing the strategy for the Center. The Executive Director partners with the collaborative members to achieve its goals with results that yield positive and measurable impact to individuals, the healthcare industry, stakeholders and funders.

The Executive Director must possess strong leadership, management and communication skills to be effective.

Our candidate of choice will have a history of success in strategic implementation, positive relationships and be an expert in workforce partners, programs and funding sources.

### Key responsibilities include:

- Establish a short-term and long-term vision for the organization
- Develop project plans, implement actions, monitor progress, and report out on strategic initiatives.
- Manage the business operations including the budget, contracts, website management, creation of marketing material, projects and other activities.
- Raise funds for the Center via managing grant submissions or other opportunities; manage grant funds
- Represent the Center in external meetings, gatherings, focus groups discussions, events, etc., to promote the mission and brand.
- Provide leadership and support to Center committees by participating in committee projects and activities.
- Develop, negotiate and monitor contracts and agreements necessary to conduct business operations.
- Develop annual operating budget.
- Direct the human resource activities including staffing, productivity, recruitment, performance evaluation, staff development, training and orientation to insure operational needs and compliance with established personnel policies and procedures and regulatory agencies.

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Qualifications needed for success are:

- Bachelor's degree required in Business or related field. Master's degree strongly preferred.
- At least five years' progressive experience in a non-profit organization including leadership experience.
- Project management experience with proven success in delivering quality results.
- Demonstrated experience with obtaining grants and other funding.
- Excellent communication skills to develop effective rapport with all interactions.

As the Executive Director, you will be employed by Employee Milwaukee Workforce Investment Board and be offered a competitive salary and benefits program. Benefits include: health, dental and vision insurance, life insurance, short term and long term disability, paid time off, tuition reimbursement, 401K plan and many other benefits.

Resumes should be sent directly to:

**Christy King**

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