



War Memorial Center



President & Chief Executive Officer

Position Description

June 2019

Milwaukee County War Memorial, Inc.

Position Title: President & Chief Executive Officer

Reports to: Board of Trustees

BACKGROUND

The Milwaukee County War Memorial, Inc. (WMC), a not-for-profit 501(c)(3), serves as Wisconsin's most visible memorial to all who have served in the US armed services, and is committed to furthering a single, solemn mission: "Honor the Dead, Serve the Living." This living memorial serves veterans and their families and educates the public about the price that our brave Americans in uniform have paid to ensure our freedom.

WMC has a staff of eighteen employees. The professional staff consists of six employees which includes administrative and financial oversight, development, special events coordination, education programming, and support. WMC has two maintenance staff, five part-time event support staff, and five part-time parking lot attendants. The annual operating budget is \$1.8 million.

POSITION SUMMARY

WMC seeks a dynamic and experienced leader who will be responsible for carrying out its mission and the overall operation and direction of the War Memorial Center including leadership, policies, planning, budget/finance, programs, fundraising and public relations. The position reports directly to the board of trustees.

DUTIES AND RESPONSIBILITIES

Board Relations: Works with the Board in order to fulfill the organization mission.

- Responsible for leading WMC in a manner that supports and guides the organization's mission.
- Responsible for communicating effectively with the Board and providing all information to the Board to function properly and to make informed decisions.
- Assist the board chair in planning the agenda and materials for board meetings.
- Initiate and assist in developing policy recommendations and in setting priorities.
- Facilitate the orientation of new board members.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Oversees the development and management of the annual operating budget.
- Responsible for the fiscal management of the organization.
- Responsible for increasing philanthropic support and participating in identifying and cultivating corporate, individual and foundation sponsors.
- Responsible for increasing earned revenue and developing other resources necessary to support WMC's mission.

Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of WMC's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that WMC can successfully fulfill its mission into the future.
- Responsible for the enhancement of WMC's image by being active and visible in the community and by working closely with other veteran, professional, civic and private organizations.

Operations: Oversees and implements appropriate resources to ensure that the operation of the organization are appropriate.

- Responsible for the routine affairs of WMC.
- Responsible for overseeing senior leadership team.

Public Relations:

- Serve as chief liaison with community groups
- Cultivate and maintain excellent relationships with local media, constituents, stakeholders, and government representatives.
- Reach out to the community to present WMC's vision and services through public presentations and by attending relevant business events, conferences and gatherings.

DESIRED QUALITIES AND QUALIFICATIONS

- Bachelor's degree in business, public administration or similar field.
- Senior level management and organizational leadership experience. Non-profit experience.
- Expertise on issues relevant to the organization.
- Excellent interpersonal skills and ability to establish relationships internally and externally.
- Strong verbal and written communication skills and the ability to relate to and inspire all levels of staff, Board, corporate leaders, volunteers, and program participants.
- Experience in developing partnerships, building teams and conflict management.
- Demonstrated leadership and business acumen relative to building revenue and increasing philanthropic support.
- A flexible team player, resilient and able to adapt.
- An exceptional work ethic and track record of personal initiative.
- Must have integrity and strong follow-through.
- Personal interest and passion in the mission of WMC.

SALARY

The War Memorial Center offers a competitive salary and benefits package. Salary range will be commensurate with experience and qualifications.

PROCEDURE FOR CANDIDACY

Recruitment will continue until 5:00 p.m. on July 15, 2019. For full and confidential consideration, please email cover letter, resume, professional references, and salary expectations, combined into one document, to: hr@warmemorialcenter.org.

Material that cannot be emailed may be sent to:

Milwaukee County War Memorial, Inc.

Attention: Human Resources
750 North Lincoln Memorial Drive
Milwaukee, WI 53202

Confidential inquiries and questions concerning this search may be directed to Laurie Kildegaard, Director of Finance and Administration, (414) 273-5533, lkildegaard@warmemorialcenter.org.

Please note references will not be contacted until a candidate has been notified.

WMC is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, religion, sex, age, national origin, disability, genetic information, military status, gender identity, creed, ancestry, sexual orientation, marital status, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.