



## The Wisconsin Afterschool Network (WAN) Executive Director Position Description

Notes to WAN State Leadership Team (Delete when this goes to UWEX Human Resources)

- Vos 4th Draft, 4/18/08, approved at the 4/18/08 WAN State Leadership Team meeting, Greg Hutchins will now take it to UWEX Human Resource Director.
- Interview Team includes Greg Hutchins as chair, Kathi Vos, Steve Fernan, Stan Kocos and Nancy Dorman.
- Recruitment strategies include asking all WAN State Leadership Team member to share this broadly through all their communication channels and make personal contacts as well as through the Donors Forum of Wisconsin

### Timeline:

- Post Position – June 1, 2008
- Applications due – July 1, 2008
- Screen and interview candidates – in July
- Candidate starts job – September 1, 2008
- NOTE: DPI will provide an additional \$5,000 so the candidate can start one month before the Oct. 1, 2008 grant begins, so the new WAN Director can attend the Oct. 1-3, 2008 Mott Lead Conference in Washington D. C.

### Job Overview

The Wisconsin Afterschool Network (WAN) is seeking a dynamic, progressive-thinking leader with strong project management and consensus-building skills, and a commitment to bridging relationships between the public and private sectors. The Director will be an employee of University of Wisconsin Extension. Working collaboratively with the WAN State Leadership Team and with all organizations involved in providing high quality after-school programs in Wisconsin, the Director will be responsible for the growth, development and day-to-day operation of WAN. With the guidance of the Wisconsin State 4-H Director and Youth Development Specialists, the Director will implement the strategic vision of WAN State Leadership Team and provide support to WAN work teams and WAN Regional Networks.

On October 1, 2005, Wisconsin received its first three year grant from the C.S. Mott Foundation to expand the Wisconsin Afterschool Network (WAN) to over 200 local and state organizations. This Director position is funded by a new three year, (October 1, 2008-September 31, 2011) Innovation grant, with the potential for an additional three year grant (2011-2014) from the Charles Stewart Mott Foundation as well as the expectation of developing a self sustaining network. WAN is part of national network of statewide afterschool networks that brings together established statewide afterschool networks in their collective mission to build partnerships and policies that are committed to the development and sustainability of quality afterschool programs. Currently 38 statewide afterschool networks are funded to coordinate and influence the systems that support the success of children and young people.

### General Job Description:

The Executive Director creates and maintains a high performance environment, characterized by positive leadership and strong team orientation, and is responsible for overall management of WAN. The Executive Director actively leads and coordinates WAN in its development, planning, and implementation. The position consists of the following functions:

### Leadership

1. Provide visionary leadership for WAN

2. Promote shared leadership and shared decision making
3. Serve as a champion for positive youth development, particularly as related to out-of-school time and afterschool issues
4. Provide adaptive leadership for WAN in recognition of the complexity and scope of the systemic changes required to create and sustain a positive youth development movement in Wisconsin.

### **Planning and Implementation**

1. Manage and provide linkage between the deliberations, work and decisions of the WAN State Leadership Team, WAN Work Teams and WAN Regional Leadership Teams.
2. Working within WAN's structure and with community and youth representatives, ensure that the following processes are integrated and managed:
  - o Strategic planning
  - o Annual work plan development
  - o Plan implementation
  - o Resource development and leveraging funds, both financial and human
  - o Budget management and reporting to funders
  - o Policy agenda development and implementation
  - o Accountability systems development and implementation
  - o Partnership development; communications and public education strategies development
  - o State-wide network development strategies
3. Manage the WAN State Leadership Team agenda development, documenting decisions and chronicling the history of WAN
4. Provide orientation and on-going education about WAN to all WAN partners and affiliates
5. Develop a statewide web-based communications network to support high quality after-school in Wisconsin and ensure that a comprehensive communications network is designed, launched and maintained.

### **Financial Resource Management**

1. Oversee the WAN budget to ensure optimal and appropriate use of resources
2. Actively develop and direct a comprehensive fund raising effort on behalf of WAN
3. Work with UWEX 4-H Youth Development, WAN's fiscal agent, to coordinate and track all financial matters
4. Prepare annual budget(s) in conjunction with the WAN State Leadership Team
5. Manage operating budget(s); provide ongoing analysis of financial position and project future cash and in-kind contributions
6. Negotiate and manage all grants and contracts and ensure that all required reports are completed.

### **Partnership Development**

1. Build a positive youth development movement, particularly related to afterschool issues in Wisconsin, in both public and private sectors
2. Strengthen relationships between WAN and others whose interests are impacted by WAN strategies and activities
3. Network with state and local, public and private organizations and collaboratives, such as youth advocates, service providers, professional associations, elected officials, and business and community leaders

4. Coordinate and guide planning and assist in the facilitation of WAN Regional meetings and the other statewide WAN meetings.
5. Assist WAN in building the capacity of local programs to provide high quality services through the expansion of self-assessment, training and program evaluation
6. Strengthen and enhance public, private, non-profit school based and school linked initiatives that support WAN goals and vice versa.

### **Public Policy Education**

1. Represent WAN and act as a liaison to private and public partners at the local, state and national levels
2. Introduce WAN goals and policy initiatives to stakeholders including statewide and local policymakers, community- based organizations, advocacy coalitions, funders, and business leaders
3. Assist in the development of statewide policies related to afterschool programs in Wisconsin
4. Coordinate local, regional and statewide advocacy efforts that support WAN's Afterschool policy platform
5. Coordinate legislative information and public policy efforts related to afterschool
6. Represent WAN at meetings, press conferences and before legislative bodies.

### **Required Qualifications**

1. Thorough understanding of, and demonstrated commitment to positive youth development, and improving policies, strategies and services for out-of-school time programs and how to partner with school based and school linked efforts as well as other community based public and private entities.
2. Demonstrated experience in fundraising and leveraging public and private funds to support a common cause
3. Understanding of local, state and national afterschool and related organizations
4. Skill in working with a diversity of persons and groups; ability to facilitate inclusive and cooperative work that builds consensus
5. Strong communication skills: writing skills; ability to articulate a positive youth development philosophy; ability to communicate with youth and encourage their participation in planning, problem solving and decision making
6. Proven track record managing large-scale projects with numerous stake holders
7. Willingness to travel frequently; position will be based at the State 4-H office, 610 Langdon Street, Madison, WI 53703

### **Preferred Qualifications**

1. Adaptive leadership skills to facilitate systemic change
2. Ability to develop and maintain effective working relationships with partners, staff, volunteers, contractors and others
3. Experience in organizational development, particularly as applied to new organizations; strengths in strategic and conceptual thinking
4. Skills relevant to strategic planning, plan implementation and budget management
5. Experience producing training materials, designing and conducting trainings
6. Significant experience in:
  - Working with and/or in communities

- Implementing youth development philosophy and strategies
- Policy analysis and legislative strategies
- Resource development and fundraising.

**Required**

Bachelors Degree and significant work experience working with complex systems that include school and community partnerships as well as other community based public and private entities.

**Preferred**

Masters Degree preferred; consideration may be given for significant experience in lieu of a Masters Degree.

**Salary**

Commensurate with experience, approximately \$50,000 - \$60,000 range

**Benefits:** Excellent [benefits](#) including Wisconsin State Retirement; life, medical and hospital insurance; vacation and sick leave.

**How to apply -- APPLICATION PROCEDURE AND DEADLINE:**

For full consideration, all of the following must be received by July 1, 2008: one page letter of interest clearly documenting qualifications for the position and including an explanation of how the position matches overall career goals; an up-to-date resume or curriculum vitae; and the contact information of three professional references. Materials submitted other than those requested will not be considered. Direct application materials to: Cooperative Extension Human Resources, 249 Extension, 432 N. Lake Street, Madison, WI 53706 or e-mail: [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu). Additional information is available at <http://www.uwex.edu/ces/hr/>. UWEX is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply. Material will be made available in alternative format upon request. For hearing and sight impaired assistance, call 711.