



COMMUNITY, NATURAL RESOURCE AND ECONOMIC DEVELOPMENT (CNRED) STATE PROGRAM DIRECTOR Position Description

[Cooperative Extension](#), one of four UW-Extension divisions, serves the citizens of Wisconsin as an educational network for engaging people and their communities in positive change. We offer educational programs through offices in each of Wisconsin's 72 counties and in two tribal nations so information from the University of Wisconsin System is readily accessible by those interested in strengthening their lives, businesses and communities. By offering education that transforms people's lives, we fulfill our mission to extend the knowledge and the resources of the University of Wisconsin to people where they live and work. University specialists on UW-System campuses serve as resources for county educators, completing Extension's network.

PURPOSE and PRIMARY FOCUS OF POSITION

The Community, Natural Resource and Economic Development (CNRED) State Program Director gives leadership to the creation and articulation of a collective vision for the [CNRED program](#) area, one of Cooperative Extension's four program areas. The scope of the CNRED program area is described in "[Teaming Up With Communities to Create Opportunities](#)." The State Program Director, in collaboration with the Associate State Program Director, provides administrative leadership in all areas of program operations, program development, evaluation and implementation; external partnership development; development of financial resources and budgetary administration; and human resources development and administration.

POSITION ROLES and RESPONSIBILITIES/ ESSENTIAL JOB FUNCTIONS

Program Leadership - Provide overall leadership, direction and coordination for planning, implementation and evaluation of a comprehensive Community, Natural Resource and Economic Development program:

- Cooperatively develop an organizational framework to ensure programs are effectively planned, implemented and evaluated
- Provide leadership for identifying major program directions; encourage and promote cross-disciplinary and cross-program area programming; ensure the cultural relevance of programming in the context of rapidly changing audience demographics
- Provide leadership for systems that ensure program evaluation and identification of program outcomes; maintain accountability and ensure use of effective strategies to share program outcomes with public and private sector stakeholders

Program Leadership (continued)

- Serve as liaison between the CNRED program area and the UW-Extension academic department of Community Resource Development relating to program, scholarship and personnel matters
- Provide leadership and accountability to ensure that programs reach a diverse audience and ensure equitable access to programs and facilities

Partnership Development - In collaboration with Cooperative Extension faculty, academic staff and administrative staff, ensure a favorable public image for Extension programs through effective external relations and marketing plans:

- Develop and maintain effective partnerships with county and municipal government officials; state and federal legislators and staff; tribal government officials; governmental agencies; non-governmental organizations; state agencies; administrators of UW System institutions, UW System Board of Regents, area technical colleges, and other higher education institutions; and private and public sector partners, as well as a wide variety of organizational and governmental leaders

Human Resources- In collaboration with deans of colleges and schools in UW institutions, county partners, district directors and department and administrative unit chairs, provide direction for human resource development and administration:

- Develop a framework for program area input into defining CNRED position responsibilities and the hiring of all CNRED faculty and academic staff; work collaboratively with district directors, department, campus and administrative unit chairs and others to facilitate orientation and professional development of faculty and academic staff
- Ensure that a fair and equitable employee performance review process operates for all CNRED positions; ensure program area contributions to performance review processes of all CNRED staff including CNRED specialists at other UW institutions and within campus-based CNRED programming units
- Develop workforce diversity goals and strategies to meet them; provide leadership across the program area to achieve the goals
- Ensure a respectful work environment characterized by trust-based relationships, diversity and inclusion

Budget and Finance - In consultation with appropriate UW campuses, UW-Extension administration and county, state agency or other funding partners, administer the program area budget in accordance with division and state policies:

- Provide leadership for the acquisition and use of funds from multiple sources
- Ensure funds are managed to promote the greatest program impact and appropriate accountability
- Advocate with administration for changes in budget support or policy

Support for Organizational Structures and Functions – In collaboration with UW – Extension and Cooperative Extension administrative colleagues:

- Contribute to the work of Cooperative Extension Administrative Committee (CEAC)
- Serve as communication liaison among partners, CE administration, and staff

Support for Organizational Structures and Functions (continued)

- Serve as liaison between the CNRED program office and the Wisconsin Extension Environmental and Community Development Association
- Undertake statewide, regional and national assignments under direction of the dean of Cooperative Extension

REQUIRED QUALIFICATIONS

- A Ph.D. or other terminal degree, e.g., J.D.; EdD. from an accredited university or college
- Academic preparation in a discipline represented within the CNRED program area such as community development, economic development or natural resources
- Demonstrated successful experience in the administration or management of education programs
- Demonstrated successful experience in developing and maintaining effective partnerships with a wide, diverse range of individuals, groups and organizations
- Successful leadership experience in developing human resources and managing operational budgets
- Demonstrated ability to initiate, form and effectively maintain working relationships with persons or associations from cultures other than one's own
- Successful record of accomplishments in acquiring and managing funding sources
- Demonstrated effectiveness in oral and written communications
- Computer and other technology skills that support effective administrative and programmatic leadership

PREFERRED QUALIFICATIONS

- Successful experience in designing, implementing and evaluating community-based outreach education programs
- Experience in fields related to areas of CNRED program emphasis including community development, economic development or natural resources
- Demonstrated successful experience in strategic planning
- Demonstrated successful experience working with teams

ACCOUNTABILITY

This is an administrative limited appointment that is accountable to and serves at the pleasure of the Dean and Director of Cooperative Extension. A faculty concurrent appointment will be negotiated at the time of hire.

SALARY and BENEFITS

Salary is commensurate with qualifications. Position is eligible for Wisconsin Retirement System benefits including retirement plan, health insurance; paid vacation and sick leave, and other insurances. Transfer of existing federal appointment is subject to negotiation.

POSITION LOCATION

The office location is in Madison, Wisconsin with regular and overnight statewide, regional and national travel expected.

APPLICATION PROCEDURES and DEADLINE:

A complete application consists of a letter of application summarizing interest and skill for this position, a résumé which includes a list of the names, mailing and email addresses and phone numbers of three references who can attest to professional abilities for this position, transcripts (copies of official transcripts are accepted at this stage of the process, originals are required as a condition of hire), and a completed [supplemental application](#). Submit all application materials to the **Cooperative Extension Human Resources Office, 249 Extension, 432 North Lake Street, Madison, WI 53706** (phone 608.263.1945; fax 608.262.9462) or e-mail ces.jobs@uwex.edu. Applications will be reviewed until an adequate pool of applicants is achieved. To ensure full consideration, submit a complete application by **January 6, 2009**. Additional position information is available at <http://www.uwex.edu/ces/hr/>.

NOMINATION PROCEDURES and DEADLINE:

Nominations are being accepted for this vacancy through **December 2, 2008**. Please provide the nominee’s name and mailing address in writing to **Cooperative Extension Human Resources, 249 Extension, 432 N. Lake Street, Madison, WI 53706** or e-mail: ces.jobs@uwex.edu. If known, please provide a current email address for the nominee. The Cooperative Extension HR Office will provide each nominee with position information, application instructions, information about UWEX and Cooperative Extension, and a request to apply. Information about how to request confidentiality will also be provided. Those individuals nominating others will receive an acknowledgement when the nomination has been processed.

ADDITIONAL APPLICATION AND NOMINATION INFORMATION:

A criminal records review will be conducted prior to employment. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position. 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.

Please direct questions about this position vacancy to:

Sharon Klawitter
Human Resource Development Director
University of Wisconsin-Extension
Cooperative Extension
432 North Lake Street, Room 607
Madison, WI 53705
sharon.klawitter@uwex.edu

Catherine Neiswender
Chair, Search and Screen Committee
University of Wisconsin-Extension
Cooperative Extension
625 E County Road Y
Oshkosh, WI 54901
catherine.neiswender@ces.uwex.edu

Under Wisconsin Statutes, if asked, UW-Extension is required to provide a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The identities of all finalists must be released upon request.

UWEX provides equal opportunities in programs and employment. UWEX does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-job related conviction record. Women and minorities are encouraged to apply.

Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.

