

**Position Opening: The Wisconsin Partnership Program at the UW School of Medicine and Public Health Seeks an Administrative Director**

**Organization Overview**

The [Wisconsin Partnership Program](https://www.med.wisc.edu/wisconsin-partnership-program/) (WPP) is committed to improving health, health care and health equity in Wisconsin through investments in research, education and community partnerships. Through this commitment, WPP is the catalyst for expansion of the University of Wisconsin School of Medicine into the nation's only School of Medicine and Public Health (SMPH). It is a unique grant-making entity within the SMPH that has enabled many changes in all aspects of the School's mission.  
  
WPP was established at the UW School of Medicine and Public Health as a result of the conversion of Blue Cross Blue Shield United of Wisconsin to a stock insurance corporation and the distribution of the proceeds from the sale of company to the two Wisconsin medical schools. Consequently, WPP has a significant endowment to carry out its work for the benefit of the people of Wisconsin by addressing many of the health challenges facing the state. Through its two governance committees, the Oversight and Advisory Committee (OAC) and the Partnership Education and Research Committee (PERC), WPP allocates approximately $17 million in grant awards annually. Since its inception in 2004, over 570 grants totaling more than $266 million have been awarded to community organizations and to UW System faculty.

Learn more about the Wisconsin Partnership Program here: [med.wisc.edu/partnership](https://www.med.wisc.edu/wisconsin-partnership-program/).   
  
**Position Overview**

Under the direction of the Executive Director, the Administrative Director provides administrative leadership, overall programmatic and operational direction, and management of fiscal and human resources to advance the vision, mission and values as well as the goals and grant-making strategies of the WPP in alignment with the approved Five-Year Plan. The Administrative Director reports to the Executive Director of the WPP and is part of a shared leadership model involving Associate Directors of Finance and Operations and the Executive Director.  
  
As part of the WPP's leadership team: The Administrative Director is responsible for ensuring compliance with the March 2000 Order of the Wisconsin Commissioner of Insurance, which established the WPP; the Grant Agreement, which outlines the obligations of the UW System Board of Regents, UW-Madison and UW School of Medicine and Public Health; and with the WPP Five-Year Plan, which sets funding priorities. The position works closely with the two governance committees, OAC and PERC, with a focus on committee development, diverse representation, and strategic planning to ensure the best stewardship of the funds. This position is a key liaison for the WPP with the Office of the UW System Board of Regents, Wisconsin Office of the Commissioner of Insurance, the UW Foundation, as well as school and campus partners such as Human Resources, Finance, Communications, and Legal Affairs. This position also engages a broad range of internal stakeholders across the SMPH, the UW-Madison campus and the UW System as well as external stakeholders across the state.  
  
The Administrative Director ensures that the Executive Director is apprised of all resources, issues and opportunities affecting the WPP. In addition, the Administrative Director ensures the Executive Director is aware of potential conflicts or concerns and advises on the most effective course to follow.

The UW School of Medicine and Public Health has a deep and profound commitment to diversity both as an end in itself and also as a valuable means for eliminating health disparities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

**Position Responsibilities**

* Plans and provides direction for the administrative operations of a division or business unit(s) of the institution to advance program goals and objectives.
* Directs, implements, and monitors strategic planning initiatives to ensure appropriate use of financial, administrative, and staffing resources
* Recommends, reviews, and directs personnel resource allocation to ensure appropriate utilization of resources
* Supervises managerial, professional, and support staff of the unit or division and facilitates unit staff developmental opportunities
* Serves as the unit liaison to internal and external stakeholder groups providing organizational information and representing the interests of the unit
* Develops and audits administrative operating reports, budgets, policies, and procedures to comply with regulations, institution policies, and business objectives
* Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 full-time equivalent (FTE) employee

**Education**

Required: Bachelor’s Degree

Preferred: Master’s Degree in business, business administration, organizational development or leadership, health services or health care administration or related field.

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

**View the job description and apply here:** <https://jobs.hr.wisc.edu/en-us/job/511125/administrative-director-wisconsin-partnership-program>

**Deadline:** November 18, 2021