

Milwaukee County War Memorial, Inc.

Position Title: President & Chief Executive Officer

Reports to: Board of Trustees

ORGANIZATION SUMMARY

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 U.S. armed services, and is committed to furthering a single, solemn mission: "Honor the Dead, Serve the Living." We fulfill this mission by honoring the dead through the memorials and exhibits located throughout the campus. We serve the living through our community-wide events, educational programs, and services for veterans and their families.

VISION STATEMENT: The War Memorial Center in Milwaukee is "the" permanent place to honor, heal, discover, celebrate, and remember the personal experiences and sacrifices of Wisconsin's Veterans.

PRIORITIZED VALUES:

- Ensure Financial Stability
- Services and Support for Veterans
- Partner with Local Community
- Increase Awareness and Engagement
- Expand Educational Offerings

POSITION SUMMARY

WMC seeks a dynamic, experienced leader who will provide visionary leadership and strategic direction to meet the organization's mission and objectives. The president will play a pivotal role in securing sustainability funding for the organization. Managing a \$2.1 million operating budget and a team of seven full-time and four part-time employees, the president oversees duties related to financial management, fundraising, program execution, facilities management, and administration. The position represents the organization publicly to Milwaukee communities, donors, volunteers, and partner organizations.

DUTIES AND RESPONSIBILITIES

Board Relations: Work with the Board to set the organization's strategic direction and fulfill the mission.

- Serve as the main advisor to the board, communicating effectively and providing all information for 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: Develop resources sufficient to ensure the organization's financial health.

- Develop and maintain the organization's financial sustainability plan, including identifying and securing the necessary funding.
- Oversee 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, and asking for funds.
- Responsible for increasing earned revenue and developing other resources necessary to support the organization's mission.

Mission and Strategy: Work with the board and staff to fulfill the mission through programs, strategic planning, and community outreach.

- Partner with the board to develop and implement WMC's strategic plan and annual goals.
- Develop and execute WMC's business strategies to achieve short-term and long-term goals.
- Lead WMC in a manner that supports and guides the organization's mission.
- Responsible for implementing and growing WMC's programs that carry out the organization's mission.
- Responsible for enhancing the organization's image by being active and visible in the community and working closely with other veteran, professional, civic, and private organizations.

Operations: Oversee and implement appropriate resources to ensure that the operations of the organization are appropriate.

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

Public Relations:

- Serve as chief liaison with community groups.
- Cultivate and maintain excellent relationships with key stakeholders, government representatives, local media, and constituents.
- Present WMC's vision and services to the community through public presentations and the media, 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 August 30, 2024. For full and confidential consideration, please email cover letter, resume, professional references, and salary expectations 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, Vice President 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.