



Position Description

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| Title: | Executive Director |
| Date: | 7/30/17 |
| Supersedes: | |

Position Summary

- The **Executive Director** of the Paper Science and Chemical Engineering Foundation at UWSP (University of Wisconsin Stevens Point) will report directly to the Board of Directors and have overall strategic and operational responsibility for the Foundation's programs, expansion, and execution of its mission. Key duties include fundraising, marketing, and community and industry outreach by promoting and receiving philanthropic gifts to support student scholarships for the Paper Science and Chemical Engineering Programs at UW-Stevens Point. The Executive Director, and Foundation Board work together to promote the presence and the image of the Paper Science and Chemical Engineering Department to prospective and incoming students, alumni, friends, corporations and the general public. This is a part time position, although the Executive Director must be able to flex their weekly hours as needed depending on needs of the Foundation. The Paper Science and Chemical Engineering Department provides an office for the Executive Director's use on campus for meetings with students, and conducting Foundation business. The ideal candidate will be geographically located in or around Stevens Point, WI and/or the Central Wisconsin area.

Responsibilities

- The **Executive Director** must be thoroughly committed to the mission of the Paper Science and Chemical Engineering Foundation at UWSP.
- Actively engage and energize students, board members, event committees, alumni, partnering organizations, and industry and individual funders to enroll and support the Paper Science and Chemical Engineering programs at UWSP.
- Ensure ongoing program excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction.
- Serve as primary spokesperson for the Paper Science and Chemical Engineering Foundation at UWSP to constituents, the media and the general public.
- Monitor Foundation activities, identify and correct any complications relating to funding, expenditures and other pertinent matters under approval of the Foundation Secretary/Treasurer
- Maintain compliance with regulatory agencies, coordinate annual accounting audit/review, issue monthly payments due, conduct monthly QuickBooks checkbook reconciliations, disperse spring and fall scholarships, all under the approval of the Foundation Secretary/Treasurer
- Work with the Board of Directors to set, and achieve strategic objectives as well as facilitate the development of the annual budget.
- Expand industry fundraising activities to support existing scholarships, grants and other support to Paper Science and Chemical Engineering majors.

- Deepen and refine all aspects of communications between faculty and industry leaders in the development of curriculum and through technical advice and financial funding.
- Develop an effective external presence and build necessary relationships to garner new opportunities within the Paper and Chemical industry.

Qualifications

- Bachelor's degree in engineering or other relevant major; master's degree preferred.
- Minimum of five (5) years of progressive foundation leadership experience and demonstrated success in managing a comprehensive fundraising program, or senior leadership experience in the Paper or Chemical Industry.
- Extensive experience in public speaking/public relations.
- Transparent and high integrity leadership.
- Past success working with a board of directors, with the ability to collaborate with and motivate board members and other volunteers.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- A solid knowledge of accounting, budgeting and financial management; QuickBooks a plus.
- Ability to work effectively in collaboration with diverse groups of people
- An entrepreneurial spirit, preferably including experience developing and implementing public-private partnerships to achieve community-wide social and economic goals.

Direct all Paper Science and Chemical Engineering Foundation at UWSP Inquiries to:

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