



**Position Title:** Executive Director  
**Reports to:** Wisconsin Technical College Employee Benefit Consortium (WTCEBC)  
**Classification:** Exempt/Part-time  
**Posting Date:** May 8, 2018

### **BASIC FUNCTIONS AND RESPONSIBILITIES**

Provide leadership and direction and oversight of the Wisconsin Technical College Employee Benefit Consortium (WTCEBC). The Executive Director will have overall strategic and operational responsibility for the WTCEBC's programs, vendors, policies, procedures and marketing and expansion of the consortium. The Executive Director will be responsible for the execution of the WTCEBC mission and vision. WTCEBC's vision is to be the leader in cost effective and innovative employee benefits. This position will report to the WTCEBC's Board of Directors.

### **ESSENTIAL JOB FUNCTIONS**

The Executive Director responsibilities include:

1. Conducts the day-to-day operations of the WTCEBC.
2. Provides executive leadership in continuous improvement of the WTCEBC through directing and overseeing all policies, procedures and contracts held by the WTCEBC.
3. Develop and implement strategies aiming to promote the WTCEBC's mission and vision.
4. Responsible for annual strategic planning of WTCEBC and creating business plans for the attainment of goals and objectives established through the annual strategic planning process. Establish and maintain an operating calendar.
5. Facilitates growth of the WTCEBC by understanding needs of existing consortium members.
6. Marketing and recruiting to prospective WTCS colleges.
7. Works closely on a regular basis with consultant to achieve goals established by WTCEBC.
8. Works with actuaries, legal counsel, and other consultants to assure compliance with all legal responsibilities.
9. Collects, manages and audits relevant data on a monthly basis. Monitors and reports out on performance of vendors.
10. Primary contact for participating colleges and vendors of any service related issues, providing a high level of customer service to all parties.
11. In collaboration with members of the consortium and adherence to procurement rules, responsible for leading the process for selection and coordination of all WTCEBC vendors/business partners.
12. Responsible for annual renewal process for all lines of coverage and vendor contracts.
13. Facilitates board development and relations.
14. Ensure adherence to established policies and procedures, and recommends to the Board changes to policies and procedures that would improve the organization.
15. Sets meeting agenda and attends meetings.
16. Periodically presents updates to the college presidents, HR Directors and Business Officers.
17. Other duties as assigned.

## **QUALIFICATIONS, TRAINING, AND EXPERIENCE**

1. Bachelor Degree in Human Resources, Business Administration or related area. Related Master Degree preferred, AND
2. Five years related, relevant experience in a large, complex organization or working in a consultant role with a variety of large, complex organizations, AND
3. Experience with self-funded plans, AND
4. Thorough knowledge and expertise of the principles, practices, and techniques used in employee compensation and benefit plans, and employee communications, AND
5. Proficiency in Microsoft Word and Mastery of Excel, OR
6. An equivalent combination of education and experience from which comparable knowledge and ability can be acquired.

## **ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE, AND PERSONAL CHARACTERISTICS**

1. Success and commitment as a team player, including the ability to engage in win-win thinking and to foster consensus.
2. Flexibility, including the acceptance of and willingness to change.
3. Demonstrated ability for oral and written communication with WTCEBC member colleges including but not limited to their staff and employees, and other external entities.
4. Demonstrate a high level of interpersonal and communication skills.
5. Demonstrated team development and conflict resolution skills.
6. Able to competently analyze, develop, coordinate, and improve transactional processes.
7. Able to lead and coordinate others with and without direct reporting relationship.
8. Highly motivated with a strong interest in contributing to the success of the WTCEBC
9. Willing to take risks and try new things.
10. Willing to accept responsibility for professional and personal growth.
11. Knowledge of HR regulations, information systems, benefits issues, and general business.
12. Keeps apprised of federal, state, and local benefit and compensation laws and regulations.
13. Committed to the mission purposes and values of the Wisconsin Technical College System (WTCS).
14. Able to communicate effectively and work with diverse populations.
15. Able to establish and maintain effective working relationships with WTCS colleges and representatives of outside agencies.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

## **APPLICATION PROCESS:**

Complete and submit the online employment application at <https://www.fvtc.edu/FVTC-Jobs>. For questions regarding the application process please contact Barb Kieffer, Director, Compensation and Benefits, Fox Valley Technical College. [kieffer@fvtc.edu](mailto:kieffer@fvtc.edu) or 920-735-5734

**CLOSING DATE FOR APPLICATIONS:** June 8, 2018

**STARTING DATE:** No later than September 1, 2018 (as negotiated between the parties)

**SALARY:** Range \$60,000 - \$80,000

**SELECTION PROCESS:** The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background. WTCEBC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.