

WATEA Executive Director Job Description

Grow your non-profit leadership skills while improving Wisconsin's workforce as the next **Executive Director** for the Wisconsin Automotive & Truck Education Association (WATEA)!

For more than 20 years, WATEA has been improving central Wisconsin's workforce by developing and running programs to support the transportation industry. This membership-based organization achieves its mission by funding college scholarships, developing & sustaining industry-supported training programs, running community transportation assistance programs, and connecting employers and employees all across the transportation industry.

POSITION SUMMARY: The *Executive Director* has primary responsibility for coordinating WATEA's key initiatives and activities to meet the needs of its members. This position works closely with its Board of Directors to achieve the organization's mission. The Director oversees the development and execution of all programming, including the Wheels to Work vehicle loan program, the Commute2Careers workforce shuttle service, and the Auto Collision Fundamentals training program. The Director also leads volunteers to plan and run annual events like the Transportation Careers Expo Night, WATEA's Annual Meeting, and the Fore the Road Charity Golf Event. In addition, the Director represents WATEA members at regional career fairs, resource fairs, and community events. Finally, the Director manages the organization's general and financial operations, including grant management, accounts payable/receivables, and recordkeeping.

An ideal candidate will have experience and/or training in non-profit management, executive leadership, business development, grant management, vehicle sales or repairs, and/or project management.

POSITION DETAILS:

- FULL TIME POSITION: Salaried; Exempt
- SALARY RANGE: \$55,000-75,000
- LIMITED BENEFITS: Flexible schedule, paid federal holidays, limited PTO and paid sick leave; additional benefits may be negotiable
- REPORTS TO: WATEA Board of Directors
- DIRECT REPORTS: Programs Administrator (1 full-time employee, on site) and Shuttle Drivers (3-6 part-time employees, off site)

MINIMUM QUALIFICATIONS:

- Experience leading groups or organizations to accomplish specific goals
- Valid Wisconsin driver's license
- Reliable personal transportation with ability to travel up to 100 miles on occasion to execute program activities
- Proficient using Microsoft Office products, especially Word, Excel, and Outlook
- Understanding of basic budgeting and financial accounts management processes
- Ability to get a Wisconsin Motor Vehicle Salesperson License within 12 months of hire
- Ability to lift up to 25 lbs and to both sit and stand for extended periods, with or without accommodations
- Passage of initial and random drug tests
- Positive & professional attitude

PREFERRED EXPERIENCES & PROFICIENCIES:

- Bachelors degree or higher in nonprofit management, public administration, business management, organizational communications, or a comparable program
- Worked for or led a non-profit or comparable membership-based organization
- Developed and/or supported workforce development programs
- Applied for and/or managed grant-funded programs
- Collected, organized & interpreted data using spreadsheets
- Familiar with QuickBooks Desktop accounting software
- Experience with fundamental customer service activities
- Knowledge of community resources and organizations serving lower-income residents
- Familiar with vehicle maintenance procedures and/or vehicle sales processes

KEY DUTIES & RESPONSIBILITIES

****NOTE: Applicants do NOT need to have experience with all the below categories to be considered for the position. Leaders with experience in a few of these categories who also have a willingness to learn and/or partner with others to implement the actions under the remaining areas are encouraged to apply.**

PROJECT MANAGEMENT

- Sustain current workforce development projects
- Develop processes for executing new projects based on guidelines from Board
- Serve as liaison between staff, Board, and other project partners

GRANT MANAGEMENT

- Submit annual grant applications to sustain current WATEA initiatives
- Set up processes to track and report grant program data and expenses
- Submit mandatory grant reports, including reimbursement requests as appropriate

FUNDRAISING & EVENTS

- Plan & execute WATEA's key programs and events, including annual golf fundraiser
- Secure sponsorships to support WATEA's scholarships and other initiatives

MEMBERSHIP & MARKETING

- Attract and retain members by connecting them with WATEA's initiatives
- Monitor current transportation industry workforce challenges and successes
- Leverage social media, community events, and other marketing platforms to promote WATEA

COMMUNITY ENGAGEMENT

- Collaborate with community partners to assist low-income clients with employment and/or transportation barriers
- Participate in community resource and job fairs to raise awareness of WATEA initiatives
- Work with schools to ensure transportation training programs are active and modern

VEHICLE LOANS & REPAIRS

- Work with Programs Administrator to support Wheels to Work loan program
- Process client payments; work with Admin to recover payments on delinquent accounts

ADMINISTRATION & FINANCE

- Coordinate monthly Board and subcommittee meetings
- Manage budgets and process all account payables & receivables
- Create and maintain accurate organizational records
- Manage all human resources activities, including hiring, scheduling, and timesheet approvals

ABOUT THE ORGANIZATION: WATEA is a charitable non-profit that has provided workforce development programming and support to the transportation industry across central and northern Wisconsin for more than 20 years (<https://watea.org/>). Its mission is to improve awareness of career paths and opportunities in the automotive/truck industry and to promote technical and continuing training, educational development, and certification for workers in the automotive and truck industry

In 2011, WATEA launched the *Wheels to Work (W2W)* vehicle loan program, which has helped more than 300 low-income Marathon County residents affordably repair or receive a vehicle in order to access jobs and/or training programs.

In 2019, WATEA launched the *Commute2Careers* employment assistance shuttle, which transitioned into a collaboration with Mid-State Technical College in 2022. This program now assists Mid-State students with transportation barriers to travel to/from the school's four campuses.

TO APPLY: Submit a cover letter and/or resume to exec@watea.org