



Write On, Door County

writeondoorcounty.org

Position Announcement:

Managing Director

Write On, Door County focuses on the importance of writing and reading and the ability of people to connect through stories.

Located on 39 quiet acres midway up Wisconsin's beautiful Door County peninsula, Write On, Door County (WODC) is both a residential center for writers and the hub of writing programs for people of all ages. Formed in 2013, WODC has an annual operating budget of about \$200,000, two full-time staff members and a house that offers guest residents time and space to write. Under the leadership of Founding Director Jerod Santek, formerly of the Loft Literary Center in Minneapolis, Write On has become a major voice for the literary arts and has established collaborative relationships with many other organizations in our community and beyond. Our goal is to be both locally loved and nationally recognized for our programs and events.

We are on the cusp of a capital campaign to expand the living spaces for our resident writer program and to fund an endowment to ensure the organization's future. The Managing Director will be a major player in this campaign and must have experience and skills in raising funds from individuals and corporations as well as arts and governmental entities. The creation of the Managing Director position will also allow Jerod Santek, as Artistic Director, to focus on national conferences, programming within our community and our five public schools, and the significant expansion of the writers-in-residence program once the new residence building is complete.

The Managing Director will be encouraged and supported in developing a strong partnership with the Artistic Director and will work with the Board of Directors to develop a sustainable financial model that ensures funds are in place to expand our offerings and our audience. Further, the Managing Director will work with the administrative systems and the marketing, fundraising and communication tools to facilitate the continued excellence of WODC programs and residencies well into our future.



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GENERAL RESPONSIBILITIES

1. **Board Governance:** Reports to and works with the Board in order to fulfill the organization mission.

- Responsible for leading WODC in a manner that supports and guides the organization as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.

2. **Financial Performance and Viability:**

- Responsible for the fiscal integrity of WODC, to include submission to the Board of a proposed annual budget and monthly financial statements.
- Responsible for fiscal management of WODC, ensuring operations fall within the approved budget, maximum resource utilization and a positive financial position.
- Responsible for fundraising, in conjunction with Board initiatives, and developing other resources as necessary to support WODC's mission.

3. **Organization Mission and Strategy:**

- Responsible for overseeing the implementation of programs that carry out the WODC mission.
- Responsible for a 3 to 5-year rolling strategic plan to ensure that WODC can successfully fulfill its mission into the future.
- Responsible for the enhancement of WODC's image by being active and visible in the community and by working closely with other professional, arts, civic and private/business organizations. Along with the Artistic Director, build regional and national recognition for WODC .

4. **Organization Operations:**

- Responsible for effective administration of WODC operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements and other instruments made and entered into on behalf of the organization.

QUALIFICATIONS

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- A bachelor's degree
- Five or more years senior nonprofit management experience
- Solid, hands-on budget management skills including budget preparation, analysis, decision-making and reporting
- Strong organizational skills including planning, delegating, resource development
- Ability to convey a vision of WODC's strategic future to staff, board, volunteers, donors and the general public
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong oral and written communication skills including public speaking

COMPENSATION

\$60,000-75,000 annually, depending on experience and qualifications, and vacation and health benefits. To apply, please submit letter of interest, resumé, and names of three references electronically to positionwodc@gmail.com