

Job Summary:

The Executive Director is a volunteer position (10-12 hours/week) of the University of Wisconsin-Madison Retirement Association (UWRA) providing administrative and program management support for varying initiatives across the association.

The Executive Director acts as an advisor to UWRA leadership and ensures that the UWRA's programs are aligned with and support its strategic plans. In addition, the Executive Director serves as the contact person for the UWRA'S members and committees, as well as other UWRA partners, including other Big Ten institutions, UW Madison divisions and other organizations outside of the university community.

Job Responsibilities:

- Use of member management software (such as Wild Apricot) for scheduling events and meetings, and monitoring and reporting UWRA membership. (30%)
- Schedules meetings of UWRA Board of Directors and assists with scheduling of other in-person or web-based UWRA functions, such as webinars and guest presentations. (15%)
- Recommends actions to the Executive Committee of the Board of Directors and compiles agendas and reports needed for Board meetings, including reports on membership. (15%)
- Serves as a primary point of contact for UWRA members, other individuals and groups. Also manages outgoing communications and notifications of UWRA activities. (15%)
- Coordinates and participates in strategic and short-term planning, and obtains the data needed for guiding strategic decision-making by the Board of Directors. (15%)
- Monitors budgets and reviews and approves expenditures in concert with the UWRA Treasurer and President. (10%)

For more information about responsibilities and remuneration, please contact Mary Czyszczak-Lyne (mary.czyszczaklyne@wisc.edu.).

This position will remain open until filled.