

Envision Greater Green Bay is seeking an Executive Director who can strategically plan for future growth while rolling up their sleeves to execute projects and initiatives. This visionary and enthusiastic leader will possess a strong relationship-building mindset and be committed to uniting business, government, education, and nonprofit sectors to shape our community's future.

This position is located in Green Bay, WI and reports to the President, Board of Directors .

**Core Responsibilities:**

**Leadership:**

- Collaborate with the board to implement the new strategic plan and develop strategic and operational plans.
- Inform the board of internal and external issues affecting the organization.
- Serve as a professional advisor to the board on all organizational activities.
- Recommend timelines and resources to achieve strategic goals.
- Engage and energize volunteers, graduates, partner organizations, and funders.
- Develop and support a strong board of directors.
- Foster effective teamwork between the board and Executive Director.
- Serve as an ex-officio member of the board and all standing committees.
- Act as a spokesperson for the organization alongside the President.
- Conduct official correspondence on behalf of the board.
- Represent the organization at community activities to enhance its profile.

**Operations:**

- Develop and implement an operational plan aligned with the strategic plan.
- Ensure the organization meets the expectations of the board and funders.
- Oversee the efficient day-to-day operations of the organization.
- Maintain secure and confidential storage of financial, personnel, donor, program, and historic files.
- Provide support to the board and all committees, including scheduling, meeting notices, agendas, and minutes.
- Oversee volunteers, staff, contract consultants, speakers, and others to ensure successful completion of workshops, events, meetings, and consulting engagements.
- Ensure proper orientation and training for board members and key volunteers.
- Implement a board self-evaluation process.

**Financial, Risk Management, and Reporting:**

- Collaborate with the board to prepare a comprehensive annual budget.
- Ensure sound bookkeeping, accounting procedures, and government compliance.
- Maintain appropriate liability and property insurance coverage.
- Monitor relevant legislation and regulations to ensure compliance.

**Fund Development/Relationship Building:**

- Develop strategies to benefit strategic foresight customers through workshops, consulting, networking, and events.
- Engage the board and volunteers to secure adequate funding.
- Identify and develop prospective funding sources and implement fundraising plans.
- Prepare and submit funding proposals and grant applications.
- Oversee production of marketing and communication materials.
- Ensure accurate and timely financial reports to funders.
- Maintain a confidential donor mailing list and database.
- Send letters of thanks and receipts for contributions, recognizing donor tax deductibility.

**Communications and Advocacy:**

- Develop and implement a comprehensive communication plan with stakeholders and donors.
- Establish collaborative arrangements with graduates, community groups, funders, media, and elected officials.
- Refine communications to better engage the community in strategic priorities.
- Communicate program results to strengthen organizational identity.
- Establish effective internal communications and recordkeeping systems.

**Successful candidates will have:**

- College degree or equivalent with 5+ years of leadership experience.
- Commitment to Envision's mission and strategic foresight techniques.
- Energetic and enthusiastic. Positive outlook. Can-do attitude.
- Proven ability to develop and operationalize performance-based strategies.
- Demonstrated fundraising and budget management skills.
- Success in working with a board of directors and building relationships.

- Strong marketing, public relations, written and verbal communication skills.
- Ability to engage a wide range of stakeholders and cultures; a passionate and persuasive communicator.

**Application Process:** Please submit your resume and cover letter to [signals@envisionggb.org](mailto:signals@envisionggb.org)

Founded in 1990 as the Bay Area Community Council (BACC), Envision Greater Green Bay engages business, government, education and the nonprofit sectors. Envision is a tax-exempt 501(c)3 nonprofit organization led by a volunteer board of directors.

**Mission:** To guide our community toward a preferred future based on proven foresight strategies.

**Vision:** Community leaders will identify trends, events and choices, systematically driving decisions toward a preferred future.