

Deputy Director-Wisconsin Council on Children and Families

General Responsibilities:

Provide internal operational management to include coordination of grants development, grants management and supervision of professional staff. This position reports to the executive director and is a member of the Council's management team.

Specific Responsibilities:

A. Administration and Supervision

- Provide supervision and guidance to a professional program and policy staff whose responsibilities include policy analysis and research, statewide outreach and legislative advocacy.
- Provide day-to-day supervision, including working with staff to develop work plans that reflect the organization's strategic goals and include specific assignment of responsibilities that ensure the Council meets goals as articulated in its strategic plan and grant proposals.
- Work with staff on development and enhancement of skills and knowledge that leads to excellence in products, strategies and outcomes produced for the Council.
- Provide annual evaluations to staff supervised.
- Work with executive director and finance manager to ensure there is an effective integration of work responsibilities and planning which will foster the best results and ensure a positive work environment.

B. Grants and Grants Management

- Lead the Council's efforts in grant development, proposals and writing, working with staff teams on developing content and ensuring grant completion.
- Provide appropriate guidelines and structures that will lead to effective grant management.
- Work with the executive director to identify opportunities for new Council initiatives.

C. Strategic Planning

- Participate in the biennial strategic planning process for the Council, with a specific responsibility of engaging staff in research and discussion around the development or policy recommendations to the executive director.
- Work with the executive director to develop materials and processes to engage the board of directors in the strategic policy priority setting process and strategic planning.

Qualifications:

- 5 or more years of management and supervisory experience.

- Understanding of grants development as demonstrated by relevant and successful experience in obtaining grants in either a private, non-profit or public sector setting.
- Understanding of the principles and tools used for policy development and policy advocacy as demonstrated by relevant job experience.
- Strong commitment to improving conditions for children and families in Wisconsin through public policy change and public education.
- Bachelor's degree required.

WCCF

The Wisconsin Council on Children and Families is a private, non-profit, non-partisan organization that is committed to ensuring every child in Wisconsin grows up in a just and nurturing family and community. WCCF works on improving conditions for children through changing public policies and public investments that bring about better results for children and their families in health, economic security, education and safety and healthy development, with a strong commitment to eliminating racial disparities with the policy changes we pursue.

WCCF offers a highly competitive salary and comprehensive benefit plan that includes health insurance, life insurance, dental coverage, long-term disability insurance, and retirement. WCCF offers employees an environment that is family friendly, encourages creativity and fosters excellence. WCCF is an equal opportunity employer and committed to attracting a diverse staff.