



**Wisconsin Milkweed Alliance, Inc.**  
**Job Description**

**Program:** Administrative  
**Position:** Executive Director  
**Reports To:** Board of Directors

**Overview:**

Wisconsin Milkweed Alliance (WIMA) is a non-profit organization based in Menomonie, WI. Its signature program is Monarch House Peer Run Respite, a short term, nonmedical, overnight support for individuals experiencing crisis or distress related to mental health or substance use challenges. WIMA is a peer-run organization, meaning that staff, volunteers, and board members all share lived experience related to mental health, substance use, trauma, or other life-interrupting challenges.

WIMA is seeking a new executive director to continue our mission: “to break down the barriers that keep people from living full and meaningful lives. We do this by building authentic human connections, advocating with the people we support, and creating opportunities for holistic and lasting health.”

We are seeking a candidate who is passionate about being a voice for change; a candidate who is deeply committed to strengthening peer-led, community based approaches to healing and recovery.

**Key Responsibilities**

**Leadership**

- Participate with the Board of Directors and leadership staff in implementing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Foster effective communication and teamwork between the Board and staff

**Operational planning and management**

- Ensure that the operation of the organization meets the expectations of the people supported, staff, board, and funders
- Oversee the efficient and effective day-to-day operation of the organization
- Review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor, and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing supporting materials



### **Program planning and management**

- Oversee the planning, implementation, and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the board
- Oversee the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Develop and implement new programs that align with the mission, vision, values, and strategic direction of the organization

### **Human resources planning and management**

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures, and practices
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview, and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Ensure that all staff receive proper oversight and an annual performance review
- Collaborate with team members to determine the appropriate level of support needed to improve job performance, when applicable
- Dismiss staff when necessary. Request the assistance of the Board of Directors as needed in this process

### **Financial planning and management**

- Work with the board and appropriate staff to prepare annual budget
- Work with the board to secure adequate funding for the operation of the organization
- Research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the board
- Ensure that sound bookkeeping and accounting procedures are followed in coordination with the financial manager
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization in coordination with the financial manager

### **Community relations/advocacy**

- Communicate with stakeholders to keep them informed of the work of the organization





- Maintain good working relationships with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

**Qualifications:**

- Lived experience with mental health and/or substance use challenges, and/or a background of trauma or other difficult life experiences
- Combination of relevant education, training, and/or relevant prior experience with organizational leadership and/or program development
- Wisconsin Certified Peer Specialist certification, or the ability to acquire the certification within a year of hire
- Fluency with Microsoft Office programs, Google Docs; familiarity with social media and website platforms desired
- Collaborative approach to leadership and supervision
- Understanding of and appreciation for peer support values and holistic frameworks for wellness, recovery, and healing
- Alignment with organization's mission, vision, and core values
- Understanding of and appreciation for the context of peer run organizations and the history of the psychiatric consumer/survivor movement
- Alignment with WIMA's commitment to race equity and inclusion
- Excellent organizational and interpersonal skills

**Desired Qualifications:** Prior training in Intentional Peer Support, WRAP, eCPR, Hearing Voices Network, Alternatives to Suicide, and other peer-delivered supports a plus. Ability to facilitate those trainings a plus.

*WIMA actively seeks qualified candidates from historically underrepresented and marginalized communities.*

**Status:**

- Full-time, 40 hours/wk

**Compensation:**

- \$40,000-\$43,000 salaried
- PTO and sick time; 15% health stipend
- A modest moving stipend may be available for relocation costs

**To Apply:**

- Email a cover letter, resume to [info@milkweedalliance.org](mailto:info@milkweedalliance.org)

