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Milwaukee, WI 53212  
Phone: 414.263.5450

#### **Northeast**

1191 N. Casaloma Drive  
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Phone: 920.944.2700

2701 Larsen Road  
Green Bay, WI 54303

#### **South Central**

2300 S. Park Street, Suite 103  
Madison, WI 53713  
Phone: 608.257.5450

#### **Southeast**

600 52nd Street, Suite 130  
Kenosha, WI 53140  
Phone: 262.925.2850

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#### **Southwest**

3500 State Road 16  
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Phone: 608.668.4400

#### **Kiva@WWBIC**

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facebook.com/KivaWisconsin

#### **VBOC@WWBIC**

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## **Wisconsin Women's Business Initiative Corporation Regional Director**

Reports To: Vice President of Operations

FLSA: Exempt

Salary: Pay: \$59,123.00 - \$73,903.00 per year

The Regional Director is a full-time leadership position responsible for the overall coordination and expansion of WWBIC's business training and financial wellness programs in an assigned region of the state to meet and exceed program deliverables and ensure exemplary customer satisfaction.

### **ESSENTIAL JOB FUNCTIONS:**

- Direct training and outreach programs to achieve effective and efficient results and manage outcomes of the regional office including regional staff and programs to meet and exceed statewide, regional, and local deliverables.
- Deliver business training, financial wellness, and outreach programs to meet or exceed the funder requirements, including workshop facilitation, neighborhood-business outreach, one-on-one client counseling, planning logistics, networking events, volunteer activities, program creation/management/evaluation, and reporting. Working collaboratively with regional partners to advance regional and statewide programmatic components
- Assist in implementing the WWBIC strategic plan, providing recommendations on strategy relating to regional needs and unique challenges. Guide regional programmatic staff on organizational strategy direction, including regional components to assist them in implementing WWBIC's mission.
- Work closely with the Vice President of Development and Communications regional fund development, assisting in identifying resource needs, and funding sources, and establishing strategies to develop relationships with individual and corporate donors. Work through the self-managed teams' model to work directly with the Grant Manager to provide regional uniqueness for current and prospective grant proposals.
- Build collaborative relationships with WWBIC community partners and other organizations, agencies, and economic development organizations for positive outcomes and increased efficiencies.
- Recruit and maintain a Regional Ambassadorial Advisory Council of key members to improve WWBIC's presence and cultivate partnerships.
- Supervise and coach staff (paid, consultant, volunteer) to achieve results in the best interest of the organization, including the hiring process, employee feedback/reviews, team coordination, educational opportunities, access to employee questions/concerns, and HR documentation.
- Coordinate internal operations with other regional staff, including administrative oversight, facility management, and communication with other WWBIC staff.
- Foster process improvement, regional volunteer recruitment, and Wisconsin Saves initiative. Work collaboratively with the marketing team on WWBIC's social media strategies and maintenance.
- Work closely with the Education and Volunteer Manager to create/coordinate/lead the scheduling and production of the regional program catalog annually.



- Track and submit counseling hours in WWBIC's data collection system and facilitate the collection of standard WWBIC forms to document regional work efforts. (Client, Business, Employee Information Forms)
- Support KIVA operations through vetting and providing endorsements for KIVA crowd-funded loan clients.
- Support Veteran outreach initiatives by working collaboratively with VBOC Directors within the region.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Assist in related funding in fee-for-service classes/workshops/programs.
- Conduct business workshops, teach classes, and provide counseling services as appropriate.
- Miscellaneous duties as assigned: For example, lead the loans on hold process – working directly with the regional office coordinators to triage clients for review of business plans and facilitate registration of classes for clients, as needed.

#### **SUPERVISORY RESPONSIBILITY (May vary by region)**

- Regional Office Coordinator

#### **QUALIFICATIONS:**

1. Minimum five years' experience in economic development or private sector business.
2. Bachelor's degree required.
3. Must have direct program management and supervisory experience and possess strong organizational verbal and written communication skills.
4. The capacity to function in a fast-paced, growing organization is vital. Must communicate effectively and work collaboratively with diverse audiences, both in groups and one-on-one.
5. Valid driver's license and proof of liability and property damage insurance on vehicle used is required as position requires local travel. Occasional evening and weekend hours required.
6. Ability to work effectively with a diverse group of people and build strong relationships with stakeholders.
7. Working knowledge of micro-enterprise development and small business preferred.
8. The ideal person is flexible, positive, and has a sense of humor. Must present a positive, professional appearance always.

#### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Work is generally more sedentary with movement required.
- Work is primarily performed within an office environment with standard office equipment although some travel is required.
- Must read, write, and communicate fluently in English. Must have clarity of vision.

Work Location: In person

- 13466 W. Trepania Road | Hayward, WI 54843

*WWBIC is An Equal Opportunity/Affirmative Action Employer*