

Executive Director
Wisconsin Council of Religious and Independent Schools (WCRIS)
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Overview

WCRIS is a non-profit, nonpartisan, 501(c)(3) private school membership association. For 50 years, WCRIS has represented Catholic, Christian, independent, Lutheran and Seventh Day Adventist schools across the state. Today, the association represents 600 vibrant K-12 private schools enrolling over 100,000 children statewide.

WCRIS is seeking its next Executive Director who will be responsible for the oversight of all daily operations and implementation of the association's strategic initiatives. This position reports directly to the WCRIS Board of Directors, made up of private K-12 school superintendents, principals and directors.

Responsibilities

Administration:

- Manage personnel (currently three full-time employees).
- Create and monitor an annual budget.
- Complete monthly and annual financial tasks.
- Facilitate quarterly board meetings.
- Maintain office and technology needs.

Public Policy:

- Develop legislative priorities and strategic initiatives to benefit members, in conjunction with the board.
- Lobby elected officials.
- Inform members of legislative happenings.
- Conduct regular meetings with the Wis. Department of Public Instruction (DPI).
- Educate members on DPI rules, initiatives, procedures and processes impacting private schools.
- Serve as WCRIS' primary contact for elected officials, state agencies and other association affiliates.
- Represent WCRIS as the Wisconsin chapter of the Council for American Private Education (CAPE).

Communications:

- Oversee all external and internal communications and corporate sponsorships.
- Respond to media and member inquiries.
- Provide member services.
- Supervise production of marketing materials and website content.
- Communicate with the board of directors and executive committee.
- Present important information at member jurisdiction functions.

Qualifications

The ideal candidate will have significant experience in government relations and nonprofit management; demonstrated success in a leadership position with oversight of financial and operational matters; strong public speaking and communications skills; and experience with issues involving K-12 education and Wisconsin's parental choice programs. **Familiarity with religious and independent schools and their missions is required.** The compensation for this full-time position, which includes a competitive benefits package, is consistent with experience and education.

How to Apply

Interested applicants should send their cover letter, resume and three references to Thomas Reichenbacher, WCRIS Board Secretary at: board@wcris.org or via the United States Postal Service at the address listed above. Applications will be accepted until the position is filled.