Employment Opportunity

Executive Director

For best consideration, please apply confidentially by October 12th: https://tinyurl.com/yyxwnxow
Mission

The Wisconsin Institute for Healthy Aging makes proven tools for healthy aging available for everyone.

The Wisconsin Institute for Healthy Aging is a 501(c)(3) non-profit organization based in Madison, Wisconsin. The WIHA mission is to improve the health and well-being of older adults in Wisconsin by administering high-level evidence-based health promotion programs and building partnerships to spread healthy aging programs that help people live longer, and live better.

WIHA advocates to establish evidence-based programs as essential tools for enhancing and promoting good health and wellness for people as they age.

Bold Beginnings

Wisconsin’s Department of Health Services (DHS) received a grant from the National Council on Aging (NCOA) in 2008 to develop an infrastructure that would sustain evidence-based prevention programs for healthy aging and foster the growth of new ones. A major component of this infrastructure was the development of the Wisconsin Institute for Healthy Aging - a 501(c)(3) non-profit organization dedicated to the expansion researched and proven programs to improve wellness as people age.
Founding Partners: Wisconsin Department of Health Services Office on Aging, Wisconsin Division of Public Health, Aurora Health Care, Greater Wisconsin Agency on Aging Resources, University of Wisconsin School of Medicine and Public Health, Aging & Disability Professionals Association of Wisconsin.

Why WIHA Works in Wisconsin

Relationships matter. While Wisconsin has long been recognized as an innovator in providing programs and services to meet the changing needs of older people, particularly in the areas of health and long-term care, it has more recently been recognized as a trailblazer in forwarding evidence-based prevention programs through its network of Program Providers in counties and tribes statewide. Through collaboration, WIHA has developed strong partnerships that have been the backbone of both the research that produces evidence-based healthy aging programs and the dissemination of those programs throughout the state.

Download an Overview of WIHA
Partnerships are the foundation of WIHA's success.

WIHA administers programs, but it’s the over 220 partners who create and deliver them. WIHA’s academic and community partners create and research new programs that meet community needs and WIHA brings them to scale with the help of over 700 program leaders. Program Provider Organizations are a network of program delivery for program leaders, host sites, and participants in communities throughout Wisconsin. The chart below outlines the broad categories of partnerships that are the foundation of the healthy aging movement. These partners help WIHA bring programs such as Powerful Tools for Caregivers, Healthy Living with Chronic Pain, Healthy Living with Disabilities, Mind Over Matter, Walk with Ease, and the well-respected fall prevention program, “Stepping On” to create a higher quality of life for aging people in Wisconsin and beyond.

For additional information, please visit:
https://wihealthyaging.org/
https://www.dhs.wisconsin.gov/adrc/index.htm
https://www.dhs.wisconsin.gov/lh-depts/counties.htm
https://www.wisc.edu/
The Executive Director of the Wisconsin Institute for Healthy Aging (WIHA) will lead the organization, driving strategic initiatives to ensure the long-term health and growth of the agency, working with an engaged and informed board and a mission-focused staff who have deep expertise in evidence-based health promotion, programming, and advocacy. This person will build and maintain relationships with key partners, including the University of Wisconsin’s Community Academic Aging Research Network (CAARN), the research network responsible for developing the organization’s evidence-based programming. The Executive Director will uncover and initiate new relationships with funders, both public and private to support growth strategies. He/she will serve as a strong face of the of the agency around the state, as well as nationwide, to retain and expand the reach of the programming, with a commitment to expand impact among the aging population in underserved communities and communities of color most greatly impacted by health challenges. This person will lead a team of six staff located statewide with respect, flexibility, and trust, providing the tools and support necessary for staff and board to serve the agency’s mission with the highest integrity.

Position Responsibilities:

Leadership of the collection and dissemination of evidence-based health promotion programs to support healthy aging throughout the state of Wisconsin.

- Identify opportunities to expand WIHA’s role as a statewide clearinghouse, advocate, and technical assistance support center in disseminating evidence-based health promotion programs in healthy aging.
- Influence, guide and promote the vision of the organization including advocacy regarding health equity issues.
- Keep up-to-date on national and local trends impacting healthy aging and evidence-based prevention.
- Represent WIHA with national partners to position WIHA as a national leader in the dissemination of evidence-based health promotion programs.
- Serve as the liaison with the Chief Medical Officer and UW School of Medicine and Public Health’s Community Academic Aging Research Network.
- Manage relationship with accounting firm and human resources firm.
ABOUT THE OPPORTUNITY

Partner Development and Relationships

- Ensure collaborative relationships with WIHA community partners, academic partners, founding organizations, funding agencies, and other constituencies.
- Ensure equitable partnerships with organizations representing communities of color.
- Serve as spokesperson and ambassador for WIHA with external partners and serve on relevant committees and task forces.
- Serve on the Executive Committee of the University of Wisconsin School of Medicine and Public Health’s Community Academic Aging Research Network (CAARN).
- Serve as WIHA’s representative with the Wisconsin Aging Advocacy Network, coordinated by the Greater Wisconsin Agency on Aging Resources.
- Maintain strong relationships with founding organizations as defined in the Bylaws as well as other state-wide aging and disability organizations, including the Wisconsin Department of Health Services (specifically the Bureau of Community Health Promotion), Bureau of Aging and Disability Resources, and University of Wisconsin researchers.

Administrative oversight of agency operations

- Ensure Board and staff compliance with agency bylaws.
- Work with President and Board to set agendas for Board meetings and participate in Board meetings as ex-officio; Coordinate with the governance of WIHA to ensure that issues are timely and appropriately brought to the attention of the Board.
- Inform the Board of the key performance aspects of the agency and assist in setting strategic direction for the agency.
- Select and oversee contracts with appropriate vendors and contracts, including for Human Relations, accounting services and space rental.
- Ensure that the agency’s legal records and documents are appropriately created and maintained.
ABOUT THE OPPORTUNITY

Effective management of WIHA operations

- Ensure that the overall operations of WIHA are run in a manner that shows a commitment to diversity and a respect for staff and partners based on the highest principles of customer service.
- Ensure the appropriateness of partner network development to cover population needs that will also ensure reach of programs for engagement of underrepresented groups by race, culture and economics.
- Ensure the successful implementation of new evidence-based programs and their dissemination throughout the state of Wisconsin and, where applicable, the nation. This includes developing business agreements with the intellectual property owner, developing terms of licenses for national dissemination, overseeing sales and service of national licenses, and ensuring that terms of licenses are followed by licensees.
- Oversee program dissemination through program partners and Master Trainers including provision of technical assistance, training and providing fidelity coaching for program facilitators, and training master trainers, to maintain quality and fidelity of all programs.
- Ensure effective grants management, including completion of all grant-required activities and timely completion and submission of grant reports.
- Direct the marketing, outreach, and development activities of WIHA.
- Ensure data collection, analysis, and reporting to show reach and impact of programs and to support continuous improvements to agency operations and programming consistent with WIHA mission.

Financial management of WIHA

- Provide fiscal oversight from development of budgets to monitoring revenue and expenses for maximum value and operating results.
- Identify grant opportunities, write and ensure timely completion of competitive grant applications; manage grants received for fiscal accountability.
- Identify and direct all fund development programs and activities; secure new agency and individual donors to diversify funding sources.
- Provide timely financial reports to Finance Committee and the Board of Directors.
- Work with accountants and auditors to ensure fiscal oversight, management and solvency and annual audit.
ABOUT THE OPPORTUNITY

Personnel leadership & management

- Ensure the development and implementation of effective diversity-promoting HR practices including hiring, training, performance appraisal, and team building.
- Promote a flexible work environment that builds and maintains trust, equity, and diversity of thought and personalities, all heard and welcomed.
- Hire, terminate, and review performance of direct reports.
- Lead and support staff to ensure that all aspects of operations are run with integrity and efficiency.
- Provide ongoing coaching and mentoring to ensure all staff are supported to do their best work; provide opportunity for continual performance improvement.
ABOUT THE OPPORTUNITY

Qualifications, Skills and Experience Required

- A four-year degree from an accredited college or university in non-profit administration, gerontology/social work, public health, human services administration, or other related field; Advanced degree is preferred.
- Significant experience in aging, public health, research, health equity, or health promotion over at least five years.
- Demonstrated leadership and management capabilities in a nonprofit organization that partners with government agencies and community partners to ensure success.
- Experience in grant funding identification, grant-writing and grants management
- Proven ability to successfully develop and manage a budget
- Expertise in major gifts fund raising and donor development
- Experience in leading and implementing a strategic planning process
- A solid understanding of the research process required to establish evidence-based programming
- Advocacy experience with government agencies and legislature, preferred.
- Prior experience with older adults, preferred.
- Experience with developing contracts, developing business cases, value proposition, and pricing
- Ability to travel frequently within the state and occasional travel out-of-state; may live anywhere in the state of Wisconsin with the ability to be in the office in Madison as needed
ABOUT THE OPPORTUNITY

Desired Attributes

- Mission-Focused: A strong interest in aging well and the value of health promotion, with a commitment to maintaining the effectiveness of evidence-based programs to meet the diverse needs of all sectors of the aging population, particularly people of color and lower socio-economic communities.
- Strong communication skills: oral and written; able to interpret and adjust communication styles and communicate in an effective and timely manner.
- Relationship-Oriented: Understands that people come before process; astute in cultivating and managing relationships, with a high EQ and strong interpersonal skills.
- Servant leader: Someone who is both visible and approachable; portrays integrity, humility, honesty, enthusiasm, sense of humor, a commitment to the mission, staff, and board, and a strong work ethic.
- Collaborative: Understands the roles and contributions of the healthcare partners and supporters; mobilizes resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals.
- Brand Steward: As the face of WIHA, represents, builds upon, and protects the reputation of the organization. Acts with integrity and strong ethics to foster trust at all levels.
- Visionary: Envisions and communicates future outcomes that inspire and motivate all stakeholders.
- Team-Builder: Ensures the right people are in the right roles at the right times; fosters commitment, trust, and equitable collaboration among the board, staff, and healthcare partners.
- Business Acumen: Possesses a high-level of broad business and leadership skills to effectively oversee and strategically guide the organization in partnership with the staff and board.
- Science-Minded: Understands the medical research, and communicate effectively with the medical and research community.
Wisconsin borders the western edge of Lake Michigan, and is known for its beautiful outdoors, including hundreds of miles of lakeshore, rolling moraines, forests, farmland and over 10,000 inland lakes. Known for being one of the largest dairy and cranberry producers in the US, Wisconsin is also home to many well-known companies, including Harley Davidson, Kimberly Clark, Rockwell Automation, Johnson Controls, Johnson & Johnson, Kohl’s and Lands’ End. Milwaukee is the largest city, along the shore of Lake Michigan about 90 miles north of Chicago. The capital of the state, Madison, headquarters of WIHA, is also home to one of the country’s top ranked public universities, with a strong research focus and an award-winning conversion capacity to turn “Wisconsin Ideas” into innovative businesses.

The state is working to improve its overall health ranking in the nation. While Wisconsin boasts a low percentage of uninsured population, low levels of air pollution, and a decrease in diabetes, communities of color, mostly in the metro areas of Milwaukee and Madison, are afflicted with increased health issues, and the state, overall, continues to see increases in the rate of obesity and the consumption of alcohol. Impactful research coming out of UW-Madison and other collaborating agencies helps WIHA and agency partners make strides in addressing health issues.

For additional information about Wisconsin, please visit:

www.travelwisconsin.com

https://www.cityofmadison.com/vision-awards/awards
Application and Selection Process

Wisconsin Institute of Healthy Aging has exclusively retained The QTI Group to conduct the search for their new Executive Director. The QTI Group is a comprehensive human resources advisory services firm founded in 1957. QTI is headquartered in Madison, Wisconsin and has nine branch offices throughout the state of Wisconsin.

Qualified individuals interested in being considered for the position are invited to submit their cover letter and resume to: https://tinyurl.com/yyxwnxow

Inquiries may be submitted to The QTI Group at the email or phone number listed below.

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OR

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