



## JOB ANNOUNCEMENT

Title: President for *FIRST* Wisconsin

Classification: Exempt, Full Time, Salaried

Reports To: FIRST Wisconsin Board of Directors

### POSITION SUMMARY:

The President of *FIRST* Wisconsin will report to the *FIRST* Wisconsin Board of Directors and work collaboratively with the *FIRST* Program Directors and staff in the development, growth, and support of the *FIRST* Programs, including *FIRST* Robotics Competition (FRC), *FIRST* Tech Challenge (FTC), and *FIRST* LEGO League (FLL) throughout the state of Wisconsin. The goal is to create and maintain a volunteer driven, self-sustaining group that will support the growth goals for all programs in the state. The president will also be responsible for the FRC Regional Competitions in Milwaukee and La Crosse, Wisconsin.

### ESSENTIAL RESPONSIBILITIES (including but not limited to):

- Act as primary representative for FIRST in Wisconsin, and primary liaison between the FIRST Wisconsin Board of Directors, program delivery partners, event planning committees, and FIRST field operations staff.
- Work with the board of directors to create and deliver on a strategic plan to support the mission and objectives of the organization.
- Develop, and support FRC Regional Planning Committee members in all the committee activities necessary to conduct a successful competition. Recruit chairperson vacancies on planning committees. Ensure the committees and competitions follow the appropriate FIRST standards and guidelines.
- Lead the effort to recruit FIRST teams, in collaboration with FIRST Senior Mentors, to meet target growth numbers, and provide ongoing support as needed to achieve sustainability metrics.
- Lead the effort to conduct monthly joint Operating Committee meetings with the FRC Committee Chairs, FLL and FTC partners, FIRST Senior Mentor(s) and VISTA Volunteers (if applicable) to help facilitate communication in the region.
- Provide direction and assistance to the FIRST Senior Mentor(s) and VISTAs as applicable.
- Lead development efforts with corporate partners and other organizations to ensure adequate funds are available to execute FRC competitions, and cover other necessary organizational expenses and goals. Collaborate with planning committees to ensure event budgets align with available resources.
- Help to coordinate 'off-season' events (VIP, volunteer and team recruitment) as applicable.
- Provide defined monthly progress reports, expense reports and other reports as required by the board of directors. Deliver a defined annual report to the board of directors and *FIRST* Wisconsin Community.
- Other responsibilities as assigned by the board of directors.

### QUALIFICATIONS:

#### EDUCATION/EXPERIENCE:

- Bachelor's Degree or equivalent
- 3-5 years of proven fundraising experience in a non-profit or for profit business
- Strong oral and written communications skills
- Financial and budget management skills
- Strong personnel management and interpersonal skills, the capacity to work well with volunteers from a diverse range of backgrounds
- A willingness and ability to travel within the state, and to occasional out-of-state events or conferences.

DESIRED QUALIFICATIONS:

- Degree in non-profit business management or equivalent
- Prior experience with FIRST as an alumnus, volunteer, mentor, etc.

APPLICATION:

Please email a cover letter and resume to Juli Pickering ([juli.pickering@firstinspireswi.org](mailto:juli.pickering@firstinspireswi.org)).