

Employment Opportunity

Executive Director

of Wisconsin Dairy Products Association



For best consideration, please apply confidentially by
May 10, 2023: <https://www.qtigroup.com/job-posting/executive-director/DB264445420>





ABOUT THE ASSOCIATION

Wisconsin Dairy Products Association (WDPA) is the only Wisconsin trade association that represents all segments of the dairy industry. WDPA's processor member companies (both cooperative and proprietary) process fluid milk, cheese, butter, ice cream, yogurt, dried milk and dried whey, as well as market fluid milk, package cheese and distribute a wide variety of dairy products. WDPA's associate members are companies which provide supplies and services to the dairy industry and are responsible for 80% of the milk and dairy products marketed in Wisconsin.

WDPA's primary goal is to represent its members in the formation and adoption of rules and regulations pertaining to the dairy products industry. The association also provides educational opportunities for its members to improve their business operations. Wisconsin Dairy Products Association continually strives to improve the business climate for its members in order to assist them in achieving their goals.

What WDPA Does for the Dairy Industry

Wisconsin Dairy Products Association provides its members with strong and effective legislative and regulatory representation and has established a solid reputation for its leadership on a wide variety of Wisconsin dairy issues. The professional and persuasive manner in which WDPA performs their government relations program has earned the respect and admiration of legislators and regulatory personnel.

Wisconsin Dairy Products Association has been extremely successful in attaining legislation and regulatory rules which benefit their member companies. Over the years, WDPA lobbying efforts have saved their members hundreds of thousands of dollars in their dairy operations.



ABOUT THE OPPORTUNITY

The **Executive Director** is the key management leader of the Wisconsin Dairy Products Association (WDPA). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the Association.

Executive Director Responsibilities:

Board Governance: Works with the board to fulfill the Association's mission.

- Responsible for leading WDPA in a manner that supports and guides the Association's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Work closely with the Board of Directors to develop policies and procedures that support the Association's strategic objectives.

Political and Public Affairs: Represent the members' interests in the adoption of laws and regulations.

- Responsible to monitor pending legislation and keep the Board apprised.
- In conjunction with the Board of Directors, the Executive director develops legislative positions to advance on behalf of the Association.
- Serve as the Chief Lobbyist for the Association.
- Responsible for creating all marketing, recruitment, and other communication materials.
- Serve as the Association's spokesperson to our constituents, the media, government officials and the public.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the Association.

- Responsible for developing revenues to support WDPA's mission.
- Responsible for the fiscal integrity of WDPA to include submission to the Board of a proposed annual budget and monthly financial statements.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensure maximum resources utilization, and maintenance of the Association in a positive financial position.



ABOUT THE OPPORTUNITY

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and industry outreach.

- Responsible for developing the Association's strategic plans and their implementation to fulfill the Association's mission.
- Responsible for the enhancement of WDPA's image by being active and visible in the community and by working closely with other industry, civic, and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the Association are appropriate.

- Responsible for creating employment and administrative policies and procedures.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for the effective administration of WDPA's day-to-day business activities.
- Responsible to direct all aspects of the Association's special events.
- Responsible for all contractual obligations of the Association.

Executive Director Requirements

- Passionate, self-driven, highly-motivated, energetic, enthusiastic, and positive personality essential.
- Work history encompassing political affairs, special events planning, and fiscal responsibilities.
- Effective communicator with strong motivational and interpersonal skills to engage a diverse group of stakeholders and cultures.
- High ethical behavior paired with a passion for success.
- High level strategic thinking and planning. Ability to envision and convey the Association's strategic future to the staff, board, members, both active and prospective, law makers, and volunteers.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Excellent written and oral communication skills.
- Strong leadership abilities.
- Past experience with WDPA programs, events, and membership a plus.
- Other duties as assigned by the Board of Directors.



ABOUT MADISON



The **Executive Director** position is located in Madison, Wisconsin. Madison anchors a thriving economic region including the state capital, world-class research university the University of Wisconsin - Madison, and growing technology and research industries. Madison has earned the number one spot on [*Livability's "Best Place to Live in America"*](#) for both 2021 and 2022.

Madison is a rare combination of thriving businesses, progressive government, rich culture and advanced education - all in a setting of rare natural beauty. Surrounded by five lakes, laced with bike trails, and enlivened with numerous parks and green spaces, the area offers countless opportunities to enjoy a balanced lifestyle in a dynamic Midwestern city. Residents can easily enjoy the arts, sporting events, access to exceptional farm-to-table food, boating and water sports on the lakes, hiking, biking, and skiing on the many trails, and camping in a multitude of pristine state parks around the city and region. Combine these factors with clean air, abundant green space, superior educational and healthcare facilities, a low unemployment rate, and engaged communities, and you have Madison - a great place to both live and work.



APPLICATION & SELECTION PROCESS

Wisconsin Dairy Products Association 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.

Qualified individuals interested in being considered for the position are invited to submit their resume by May 10, 2023: <https://www.qtigroup.com/job-posting/executive-director/DB264445420>

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

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