



## **Position Description: Executive Director, Wisconsin Equal Justice Fund (WEJF)**

### **About WEJF**

Wisconsin Equal Justice Fund, Inc. (WEJF) is a nonprofit corporation whose mission is to raise funds from lawyers, law firms, corporations, foundations, and other constituencies in support of three of Wisconsin's largest pro bono civil legal aid organizations: Disability Rights Wisconsin, Legal Action of Wisconsin, and Wisconsin Judicare.

### **About the Executive Director Position**

As the only fulltime salaried employee of WEJF, the Executive Director will work in concert with the volunteer Board of Directors to create and implement fundraising initiatives and execute the daily administrative operations of a state-wide nonprofit organization. This is a remote work position, but residence in Wisconsin is required.

### **Administrative duties include:**

- Recruit, train, and support volunteer Board of Directors of approximately 33 lawyers from across Wisconsin. Schedule Board and committee meetings and conference calls, create and distribute meeting agendas, and produce detailed meeting minutes. Meet regularly with President of the Board of Directors to review ongoing projects. Meet at least once per year with the directors and staff of our three beneficiary organizations.
- Process donations received, prepare bank deposits, and generate thank you letters and tax receipts.
- Manage donor database and confidential donor information, produce reports of donor data to track campaign progress and trends, and create and maintain Excel spreadsheets to track data.
- Manage WEJF's finances, including accounts payable, reconciling bank accounts, maintaining accurate records of expenditures and receipts, and generating bimonthly financial reports for review by the Board of Directors.
- Work collaboratively with accounting firm to produce and file WEJF's IRS Form 990 and to conduct WEJF's annual audit to verify accuracy and integrity of our financial processes. Maintain compliance with financial controls recommended in the audit report.
- Monitor WEJF's Endowment Fund administered by the Greater Milwaukee Foundation.

### **Fundraising and Outreach duties include:**

- Create fundraising letters, direct mail, and other printed materials to maximize giving from our core donor constituencies: corporations, law firms, foundations, and attorneys. This

includes developing campaign themes, writing appeals, approving graphic design concepts, editing drafts, coordinating the printing and mailing processes, and tracking response data.

- Plan and execute all aspects of WEJF's annual Howard B. Eisenberg Lifetime Achievement Award Dinner, including budget, sponsorships, venue, catering, entertainment, guest list, and seating chart. Coordinate the evening's award presentations, produce press releases, and oversee the design and production of the dinner program.
- Research foundations to identify their giving priorities and application procedures. Prepare grant requests by gathering and formatting information, writing drafts, and submitting proposals in accordance with foundation deadlines.
- Build relationships with WEJF donors through in person meetings, phone calls, and other outreach activities.
- Ensure accurate public recognition for donors, including on WEJF's website and at the annual Eisenberg Dinner.
- Create and execute WEJF's digital marketing strategy on our website (e-justice.org), social media channels, peer-to-peer fundraising efforts, and email marketing campaigns.
- Work collaboratively with other statewide or local organizations to advance funding for or provision of pro bono civil legal aid in Wisconsin, such as the State Bar of Wisconsin, Access to Justice Commission, and the Civil Legal Aid Alliance of Wisconsin.

**Qualifications:**

- A Bachelor's Degree and five or more years of experience in nonprofit administration, marketing, communications, fundraising, or similar field.
- Detail oriented individual with an ability to work in a self-directed work environment and manage multiple priorities and deadlines.
- Superb written, verbal, and interpersonal skills.
- An ability to build and maintain relationships with prospective and current donors, Board members, and other constituencies.
- Proficiency in Microsoft Office applications, QuickBooks, e-Tapestry donor database, WordPress, HootSuite and social media apps like Facebook, LinkedIn, and Twitter (or the willingness to learn new technology).
- A respect for diversity and a desire to create an organizational culture that appreciates and honors differences.
- Knowledge of Wisconsin's legal community is a plus, but not required.

**Compensation & Benefits:**

Salary commensurate with experience. Other benefits include paid holidays and personal time off, retirement match, and a flexible work schedule.

**To apply:**

Please send a cover letter and resume to Melissa Sullivan ([sullivan@e-justice.org](mailto:sullivan@e-justice.org)) by Friday, January 8.