



Executive Director Job Description

The Gateway to Milwaukee is a coalition of 4 separate non-profits that are focused on economic development in the area around Milwaukee's General Mitchell International Airport. For more information visit our websites – www.gatewaytomilwaukee.com and www.aerotropoliske.com

PROGRAMS

- Association Management
 - Provide strategic direction for programs that benefit and further the goals of the Airport Gateway Business Association (AGBA),
 - Build and maintain internal and external working relationships
 - Maintain, develop, and grow relationships with members and property owners,
 - Build partnerships with organizations having similar missions and that further the goals of Association.
 - Plan communications via The Gateway's website and social media outlets, in coordination with the Communications Manager,
 - Structure and guide board meetings and respond to Board recommended actions provided at meetings,
 - Engage and educate new board candidates and new members,
 - Participate on all Committees of the Association, arrange meetings and provide direction as needed, complete tasks and work with vendors,
 - Prepare annual work plans and develop future initiatives for the Committees of Association,
 - Pursue funding opportunities in support of the mission of the Association.
- Business Improvement District Management (AGBID, 13th and Oklahoma Ave BID)
 - Manage, fulfill, and periodically review the Annual Service Agreement between the Business Association and Business Improvement Districts,
 - Per the Service Agreement, prepare an Operating Plan for each year of BID operation,
 - Conduct any reporting or documentation as needed per City and State BID requirements.
- Aerotropolis Milwaukee Management (AM)
 - Manage, fulfill, and periodically review the Annual Service Agreement between AGBA and AM,
 - Structure and guide board meetings and respond to Board recommended actions provided at meetings,
 - Provide strategic direction for AM.

ADMINISTRATIVE

- Personnel
 - Fulfill the staffing obligations as set forth by the Board of Directors, or other duly appointed staffing selection committee including the hiring, compensation, documentation, payroll processing, and other required duties of personnel management,
 - Provide direction to staff regarding the duties outlined in each associated Job Description.
 - Office Functions
 - Provide oversight and management of office functions including but not limited to rent payments, utilities, and equipment maintenance.
- Communications
 - Manage responses to requests for communications for the organization, including that of the BIDs, Airport Gateway Business Association and Aerotropolis Milwaukee, as needed.
- Fiscal
 - Provide financial oversight of all organizations, per financial protocols outlined within each Service Agreement or other agreement,
 - Administer financial transactions of The Gateway to Milwaukee at the discretion and as outlined by the official actions of the Board of Directors. Such management includes maintaining the solvency and funds availability for each organization and usage of the Association credit card.
 - Review monthly financial statements.
 - Ensure completion of annual audit.
 - Prepare annual budgets for the Association
- Organizational
 - Monitor service delivery, performance, and contractual obligations of vendors as needed.
 - Research and obtain any insurance policies for employees, Directors, and Officers as needed.

To be considered for the position, apply by March 31st by submitting a cover letter, resume, and references to – hr@gatewaytomilwaukee.com

Work Environment and Compensation: The Gateway to Milwaukee has a small staff with flexible hours adapting to the needs of the right applicant. The position will require occasional evening and weekend work for special events and projects. Some driving may be required. The compensation package includes a salary in the mid to upper-50s (commensurate with experience), health benefits, and generous vacation allocation. The Gateway to Milwaukee will give applicants equal consideration for employment without regard to race, color, national origin, disability, age, religion, sexual orientation, or any other protected basis as required by law.