

WHEFA Executive Director Position Description

Overview

The Wisconsin Health and Educational Facilities Authority (WHEFA) is currently seeking a qualified candidate to serve as the Executive Director. Collaborating with a team and reporting to the WHEFA Members appointed by the Governor of the State of Wisconsin, the Executive Director is the chief managerial officer of WHEFA responsible for the implementation of a strategic plan including goals and objectives designed to attain the agency's mission and vision.

Position Responsibilities

Leadership

The Executive Director serves as an educator, communicator, advocator and thought leader to implement and improve the financing process offered for all eligible nonprofit borrowers (since 1979, 926 financings completed totaling over \$30 billion).

The Executive Director is responsible for promoting a culture of service at WHEFA, helping our eligible constituents as a trusted consultant whether or not financing is obtained through WHEFA.

The Executive Director actively participates and when possible, provides leadership in the National Association of Health and Educational Facilities Finance Authorities and other state level and national borrower and professional associations so as to enhance the financing process in Wisconsin and nationwide.

Management

Manage a financing process which as of 6/30/21 provides \$8.76 billion of outstanding capital debt for 107 different borrowers and which addresses the capital needs of 20-25 eligible borrowers annually.

Manage the education and communication programs of the agency regarding this financing process to key constituents including members, borrowers, professionals, legislative, and investors, at both the state and national levels.

Administrative

Provide for ongoing agency development and improvement through the maximum use of personnel, technology, and available financial resources.

Provide appropriate measures of the agency's success including trend and peer analysis.

Leadership, oversight, and management of the three team members that include a Manager of Finance, Manager of Operations and Finance and an Executive Assistant.



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Position Qualifications

Education – A college degree with an emphasis in business or finance is required with a preference for an MBA or MBA candidate.

Work Skills – The Executive Director must have the demonstrated skills to manage both people as well as the financing process with tight timelines. The Executive Director should possess strong verbal, writing, analytic, and IT skills and be able to multi-task proficiently.

Monthly in-state travel, with occasional overnight stays and at least twice a year out-of-state travel is required.

Previous Experience

The Executive Director should have mid or senior level management experience, ideally in the capital markets or an understanding of nonprofits and the capital financing process.

Hours, Salary and Benefits

The full-time position of the Executive Director includes an annual salary range of \$135,000-\$150,000 commensurate with experience, plus a generous benefits package including a state pension, health insurance, paid vacation and annual sick leave. Amount available for relocation costs.

Start Date

Flexible, March 1, 2022 or earlier is preferred.

To apply for this position, please send your resume and cover letter to info@whefa.com by **Monday, February 7, 2022. If you have any questions please email Jim Dietsche, WHEFA Chairperson, at james.dietsche@bellin.org.**

A criminal background check is required prior to employment.

About WHEFA

Since inception, WHEFA has provided several hundred Wisconsin nonprofit corporations access to private and public capital markets at lower costs than are available to them in the conventional marketplace.

Pursuant to Section 231.10 of the Wisconsin Statutes, bonds issued by WHEFA are not considered indebtedness of the State of Wisconsin, and the State has no obligation to repay any bonds issued by WHEFA under any circumstances. Additionally, WHEFA does not utilize any State moneys to fund its operations. For more information, please see the WHEFA website <https://whefa.com/>.

WHEFA is an Equal Employment, Equal Access Employer committed to increasing the diversity of the workforce