Executive Director
Division of Entrepreneurship and Economic Development
University of Wisconsin - Extension

The Executive Director of the Division of Entrepreneurship and Economic Development provides state-wide vision and leadership for planning, coordinating, implementing and funding programmatic and educational efforts that enhance the development of an entrepreneurial environment across the state and support state-wide initiatives and programs that utilize University of Wisconsin resources to support economic growth and development. The Division of Entrepreneurship and Economic Development functions as the focal point for efforts that match the expertise, research, and other resources of the University of Wisconsin System institutions with education that fosters entrepreneurial and innovative efforts to meet the development needs of the state’s economy.

This position reports to the Chancellor of the University of Wisconsin Colleges and University of Wisconsin-Extension and is a member of the leadership team for the University of Wisconsin-Extension.

The Executive Director will build upon and expand the Division of Entrepreneurship and Economic Development’s collaborative relationships with the UW System institutions currently focused on three program areas: The Executive Director is charged with:

- Providing general oversight and support for the Central Office of the Wisconsin Small Business Development Center network and the 12 Small Business Development Centers and 3 Specialty Centers operated in collaboration with the 13 four-year institutions of the UW System. These centers provide one-on-one business consulting and other services to the small businesses across the state with the financial and advisory support of the Small Business Administration.

- Providing oversight and support for the Center for Technology Commercialization and the Wisconsin Entrepreneurs’ Network. The Center provides hands on guidance and assistance primarily to early-stage, technology-based entrepreneurs to help them assess the feasibility of their ideas and access early funding sources such as the federal SBIR/STTR programs and angel capital. The Wisconsin Entrepreneurs Network coordinates the actions of its own staff along with over 40 Service Providers and a statewide network of organizations and entities involved in economic development to provide additional resources to early-stage small businesses.

- Providing oversight, support and coordination for the Center for Community Technology Solutions and its diverse network of partnerships to ensure broadband adoption and understanding by communities across Wisconsin.

By providing the linkage between efforts and needs at the local level and the array of research, educational, facility, and equipment resources that are available across the UW System institutions, the Executive Director positions the Division to have significant impact on the economic development of Wisconsin.
With an annual operating budget of approximately $12.4 million, the Division of Entrepreneurship and Economic Development has responsibility for the Wisconsin Small Business Development Center (SBDC) statewide network, the Wisconsin Entrepreneurs’ Network (WEN), other non-credit business development initiatives, and through consulting, training, research and grant assistance, the Division of Entrepreneurship and Economic Development annually assists over 20,000 entrepreneurs and business owners throughout the state. In addition, it is the administrative home for the newly created Center for Community Technology Solutions which focuses on assisting businesses and communities in capturing the competitive opportunities offered via broadband access.

The mission of the Division is to:

- Enhance and coordinate business development activities and initiatives across the University of Wisconsin System institutions.
- Establish, nurture and expand statewide networks of resources and expertise that supports economic development with an emphasis on the application of technology.
- Champion business creation and growth through entrepreneurial education, individual small business consulting, and technology commercialization.
- Champion the development of an entrepreneurial environment across the state.
- Develop the statewide and regional capacity to support entrepreneurs, businesses, job growth and economic development.
- Consistently deliver high levels of quantifiable economic impact that exceeds the taxpayer investment in the Division.

The successful candidate will provide leadership for three program areas and a central staff of approximately fifteen employees within the Division, as well as provide leadership and coordination to approximately 40 business outreach employees located at 13 UW campuses across the state. Both the Center for Community Technology Solutions and the Wisconsin Entrepreneurs Network involve developing and maintaining strong relationships with hundreds of partner organizations across the state, including universities, technical colleges, economic development organizations, as well as a variety of regional and statewide organizations and associations.

**Qualities:**
The Executive Director must provide strong leadership for the creation of businesses throughout Wisconsin. The Executive Director also must provide firm internal management to keep the division focused on this goal. The Executive Director must have excellent communication and political skills in order to grow partnerships and accurately explain how the division supports business development in Wisconsin. The Executive Director must have demonstrated the ability to work with individuals from a variety of business and political perspectives. The Executive Director must have the ability to put ideas into actions that resonate with both business and government communities.
Responsibilities:

- Provide leadership and visibility to maintain the University’s role as the public catalyst for entrepreneurship and business development in Wisconsin.
- Expand the financial resource base for the Division by aggressively pursuing alternative funding sources to support a comprehensive approach to supporting entrepreneurship, business development and the application of technology to economic development.
- Effectively assess and communicate the Division’s positive impact on the economy of the state to internal and external stakeholders.
- Provide oversight and management of all aspects of academic, financial and administrative dimensions of the Division.
- Design, coordinate and implement client management strategies with partners, stakeholders, and funders.
- Direct the communications activities of the Division.
- Develop goals, operating plans, and policies to ensure consistent practices across entities within the UW System while appropriately customizing to geographic and client needs.
- Develop and implement the Division’s strategic plans in accordance with the mission and goals of the organization, federal Office of Management and Budget and Small Business Administration requirements, and state and university regulations.
- Work closely with the state’s economic development community to champion entrepreneurship and business development.
- Champion innovation.
- Represent the Division, UW-Extension and the University of Wisconsin with key community, business, government, and education leaders.
- Direct and coordinate national accreditation and policies in accordance with Association of Small Business Development Center guidelines.
- Play an active and positive role in cultivating and nurturing positive relationships with elected officials, state agencies and stakeholders.
- Encourage and sponsor innovation as a key element in meeting the needs of entrepreneurs, business and communities.

Knowledge, Skills and Abilities:

- Demonstrated leadership ability in a decentralized, multiple stakeholder environment.
- Demonstrated ability to foster innovation within a complex university setting.
- Understanding of the entrepreneurial perspective.
- Understanding of technology based entrepreneurship, risk capital and value creation.
- Experience in generating financial support from multiple sources.
- Experience in strategic planning processes involving diverse constituencies.
- Ability to work collaboratively, with a clear track record of exceptional communication, collaboration and team building accomplishments.
- Excellent communication and public relations skills and the demonstrated ability to be an effective advocate for business development and entrepreneurship.
- Experience in ensuring the confidentiality and reliability of data and data presentation.
- Experience with financial and accounting system controls and in using financial reports for management purposes.
• Demonstrated ability to work with leaders, staff and stakeholders to generate positive visibility and increased public support.
• Ability to manage multiple projects and to select and prioritize those best aligned with institutional and divisional mission and goals.
• Demonstrated commitment to principles of affirmative action, equal opportunity and diversity.

Required Qualifications:
• Bachelor’s Degree and extensive professional business and/or economic development experience. A Master’s Degree is strongly desired.
• Senior leadership experience in a government or other public sector organization.
• Ability and willingness to travel both within Wisconsin and nationally.

Desirable Qualifications:
• Higher education administrative experience.
• Terminal degree in a relevant field.

About the Division of Entrepreneurship and Economic Development:

The Executive Director is responsible for directing the operations of the Division of Entrepreneurship and Economic Development’s activities throughout Wisconsin. Division offices are currently located at 432 N. Lake Street, Madison, WI 53719.

Salary and Benefits:

The official title of this position is Director, Unspecified (10) with a working title of Executive Director, Division of Entrepreneurship and Economic Development. This is a full time position. Salary is dependent on qualifications and experience.

Excellent benefits are available to the incumbent, including participation in the Wisconsin Retirement System; life, medical and hospital insurance; vacation and sick leave. For more on benefits, see http://www.uwsa.edu/hr/benefits/ubrn.pdf.

Application Procedure:

To ensure full consideration applications must be received by March 15, 2013. Applications will be accepted until the position is filled.
Application materials must include:

1. A letter of interest addressing the applicant’s qualifications and experience as they relate to the responsibilities of the position.
2. A professional resume or curriculum vitae.
3. Names, addresses and telephone numbers of five professional references.
4. For reporting purposes only, we require that all applicants submit an “Applicant Survey Form” which is available at http://www.uwex.edu/jobs/documents/survey.pdf.

Under Wisconsin statutes, UW-Extension is required to provide, upon request, a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The names and titles of all finalists for the position must be disclosed upon request. The request for confidentiality form is available at http://www.uwex.edu/jobs/documents/notice.pdf.

Electronic submission is required. PDF format is preferred.

Send materials to angela.schultz@uwex.edu

Inquiries, requests for information and nominations may be directed to:

Angela Schultz
UW-Extension Human Resources
Email: angela.schultz@uwex.edu
Telephone: 608-262-9475
FAX: 608-262-6909

A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

The University of Wisconsin-Extension is an Equal Opportunity/Affirmative Action employer and actively seeks and encourages applications from women, minorities and persons with disabilities. It is our policy to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment.

Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.