

|                            |                                    |                       |             |
|----------------------------|------------------------------------|-----------------------|-------------|
| <b>JOB DESCRIPTION:</b>    | WILL Executive Director            |                       |             |
| <b>DEPARTMENT:</b>         | WILL Program                       |                       |             |
| <b>REPORT TO:</b>          | Dean of College of Arts & Sciences |                       |             |
| <b>EEO CLASSIFICATION:</b> | Professional                       | <b>FLSA STATUS:</b>   | Exempt      |
| <b>CUPA HR</b>             | 325000                             | <b>DATE APPROVED:</b> | 17-AUG-2023 |
| <b>CLASSIFICATION:</b>     |                                    | <b>DATE MODIFIED:</b> | 25-MAR-2025 |

**SUMMARY:** Supervises and manages the Western Institute for Lifelong Learning (WILL) staff to conduct day- to-day operations and builds staff capacity to ensure the sustainability of WILL. Supports WILL leaders, volunteers, and members to accomplish WILL's mission, *"We enrich life through learning in community."*

**DUTIES:**

1. Represents WILL within WNMU, including building and maintaining relationships with WNMU Vice Presidents, faculty, and staff to access elements of the university to support WILL. Acts as the WILL interface with the VP of External Affairs (EA), WILL's WNMU Liaison, and updates EA on WILL happenings. Interfaces with and monitors the actions taken by WNMU Business Affairs on WILL's behalf, including contracts, finance, and insurance.
2. Builds relationships with WILL leaders, volunteers, and members, and serves as the central resource on all aspects of WILL and develops a true community of learners. Participates in WILL's annual meeting and social events, as well as courses, programs, Lunch & Learn sessions, and other activities to get to know WILL members and assess how WILL is working for them.
3. Sits on the WILL Advisory Board as ex-officio, non-voting member, to bring the staff's perspective and recommendations to the Board. Submits reports prior to the Board's bimonthly meetings and brings action items and proposals to the Board for discussion and decision. Communicates and interprets WNMU policies, initiatives, and interests for the Board. Monitors the technological needs of WILL and ensures they are met. Attends and participates in annual strategic planning, review sessions, and disseminates the information as needed.
4. Creates processes and procedures as needed to ensure staff members work well together and support WILL leaders, standing committees, volunteers, and members.
5. Supports WILL leaders to plan and deliver WILL's Annual Meeting and social events. Supports the WILL Treasurer by monitoring the WNMU Banner system and providing financial reports to the Treasurer when needed. Works with WNMU's Business Affairs office to create appropriate accounts and request funds be moved between WILL accounts in coordination with the Treasurer. Respond to WNMU audits in coordination with the Treasurer when needed.
6. Manages all aspects of the current semester's courses and provides support to ensure other activities are successful. Supports the Shepherd Trainer, Shepherd Planner, and Shepherd Coordinator to ensure Shepherds are prepared and assigned to support course facilitators and participants. Supports the Audiovisual (AV) Coordinator.
7. Writes and submits articles for the monthly Spotlight newsletter publication and periodic email announcements to WILL members. Ensures the Tech Support Coordinator submits articles and email announcements about courses being posted for a new semester, registration dates/times, registration support to be provided, and the WNMU requirement to complete annual travel forms.
8. Acknowledges and interacts with WILL donors, sending thank you letters and recognizing donors, and writes and sends the annual report to donors. Ensures donations are deposited in the proper account, such as the scholarship fund, as requested by donors and the WILL Treasurer.

9. Oversees the management and maintenance of the WILL office in Rhoda House and its equipment and furnishings. Ensures the Rhoda House inventory is correct and filed with WNMU timely and that pictures are retained for potential insurance claims and ensures WNMU maintenance services are adequate and supplements these services with other cleaning services when needed.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

**REQUIREMENTS:**

1. **Education /Background:** Bachelor's Degree in Business, Management, or related degree or 4 years of on-the-job experience in management, non-profit, higher education or related field required. Three years of related supervisory experience preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Ability to work collaboratively with WILL leaders, staff, and members, and WNMU leaders and staff. Must possess strong customer service focus, strong interpersonal/verbal communication skills, and strong writing, editing, planning, and organizational skills. Ability to evaluate problems, display sound judgment, and maintain confidential information. Ability to assist with recruiting and training staff and volunteers. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural and generational differences within WILL, the University, and the community. Skill in the use of computers and proficiency with MS Office Suite, Google applications and internet technology, including browsers and websites.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
  - a. Valid driver's license

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

---

Employee Signature

---

Date

---

Employee Name (Printed)