

WISCAP - JOB OPPORTUNITY

Wisconsin's Poverty Fighting Network

• Open until •
• filled! •

ABOUT WISCAP

WISCAP is a member association serving the statewide network of sixteen Community Action Agencies (CAA) and two special purpose agencies, Foundation for Rural Housing and UMOS.

WISCAP serves as a policy review and advocacy forum, a public information network, a training facilitator, an information clearinghouse, and an administrative agency. WISCAP was formed to strengthen and serve community action in Wisconsin and to advocate for low-income households from a statewide perspective.

"WISCAP and its members are committed to creating economic opportunity and supporting community-based solutions to poverty in Wisconsin."



ABOUT TAKE ROOT® WI

Take Root® Wisconsin is a new Statewide Homeownership Network that brings together private-public stakeholders to increase homeownership and help people fix and stay in their homes. The Network is a consortium of community organizations, housing counseling agencies, Realtors, lenders, government leaders, and other groups working to promote sustainable homeownership.

As a program within WISCAP, the Network will bring together new stakeholders, promote and develop new resources, implement strategies to dismantle housing discrimination and inequities, and more.



ABOUT THE JOB

The Program Manager-Take Root® Wisconsin position is responsible for the day-to-day management and operations of Take Root Wisconsin and is tasked to execute the efficient and successful operation of organizational programming.

This position will help support the mission of Take Root® Wisconsin, Wisconsin Community Action Program Assn., Inc. (WISCAP) and WISCAP member Community Action Agencies to alleviate poverty in Wisconsin and move families toward increased economic self-sufficiency. The position works with member agencies, the WISCAP Board of Directors and staff, outside partners and TRW Administrative Committee, members and clients.

APPLY NOW:

Send a cover letter, resumé and one writing sample to wiscap@wiscap.org. Please put Take Root® WI Application in the subject line.



Job Title Program Manager-Take Root® Wisconsin (TRW)

Deadline: Open until filled

Email wiscap@wiscap.org

Major Duties & Responsibilities:

1. **Workgroups:** Provide support to Chairs by attending meetings, assisting with agenda development, booking space, communications and engaging members.
2. **Member Events and Meetings:** Coordinate the scheduling, agendas/speakers for TRW Quarterly meetings. Provide coordination and support for TRW roundtable events, planning and implementation of Membership and Outreach events and Homeownership Fairs. Track the attendance and outcomes of each event and report to TRW Network, WISCAP Board of Directors and funders, if necessary.
3. **Membership Engagement and Support:** Provide bi-monthly (every other month) Member Updates, prepare quarterly meeting summaries and links via e-mail to members, process new member applications and Member welcome process, process member renewals and invoices and thank you notes, process Training scholarships and perform Member outreach and management.
4. **Administrative Committee:** Maintain the meeting calendar, prepare for bi-monthly meetings, distribute materials, take meeting notes, and provide regular communications to committee members.
5. **Communication and Promotion:** Respond to and process phone calls and website inquiries, website maintenance including updating events, blog posts, content, current members) member communications, Social Media management, promotional materials and maintenance of Current Members list.
6. **Budget/Financials/Fundraising:** Track TRW income and expenses, annual dues, scholarships and prepare bi-monthly financial reports. Prepare materials for the submission of funding proposals.
7. **Reporting and Date Collection:** Prepare and assist with the preparation of any date collection or reporting requirements.
8. **Industry/Sector Trends and Participation:** Follow local, state and national trends in housing, home ownership, affordable lending, economic and community development and share information with TRW members. Represent TRW and WISCAP at local, regional, state and national conferences and meetings.

Knowledge, Skills & Abilities Required:

- Bachelor's degree from an accredited college or university. A degree in Business, Real Estate or other related field is a plus.
- Certification as a HUD-Certified Housing Counselor or ability to obtain certification within 6 months of employment.
- Knowledge of federal, state and local housing policies and programs.
- Experience operating or working in a similar housing program OR operating a similar program (non-housing) with partners from government, non-profit and business sectors.
- Ability to work effectively with persons at all levels of Take Root Wisconsin and WISCAP and its environment (co-workers, member agency executives and staff, vendors, collaborative partners, etc.)
- Strong interpersonal skills and ability to work effectively and professionally as a part of the team.
- Ability to initiate and complete projects, prioritize work, organize activities, obtain the assistance of others, coordinate multiple activities, and adhere to work schedules and timetables.
- Proficient computer skills and competence with computer software including MS Office Word, Excel, Power Point, etc. Knowledge of accounting software is a plus.
- Excellent communication skills, both written and verbal, are essential.
- Understanding of budgets and the need to stay within them.
- Own a reliable, insured vehicle and possess a valid Wisconsin driver's license or access to transportation to get to the WISCAP main office at 30 W. Mifflin Street, Madison, WI.
- An understanding of poverty and the needs of low-income people together with an understanding and appreciation for the opportunities provided by Community Action to help people leave poverty.