

League of Wisconsin Municipalities

January 17, 2025



Director of Training and Member Services Position Announcement



The League of Wisconsin Municipalities and League Insurance are seeking a dynamic candidate who demonstrates strong project management and organizational skills for its Director of Training and Member Services.

WHO WE ARE

The League of Wisconsin Municipalities (“League”) was created in 1898 to help Wisconsin cities and villages share ideas and learn from one another, to train and provide information to elected and appointed officials in cities and villages, and to advocate on their behalf. League Insurance started out in 1984 as The League of Wisconsin Municipalities Insurance Trust, and has grown into League Insurance, which covers 500 Cities, Villages, and Special Municipal Districts throughout Wisconsin.

League Insurance is governed by a Board of seven Directors, and its coverage is designed specifically for members of the League. League Insurance works closely with the League to assist its clients and members in carrying out their respective missions, with both organizations committed to upholding the highest standards of ethical, professional behavior.

THE POSITION

The Director of Training and Member Services leads the efforts of the League and League Insurance to develop, deliver, and enhance training and education programs for municipal officers. The position also provides broad member services to League and League Insurance clients, including risk management and insurance services, ensuring municipalities have the tools and support needed to thrive.

The position reports to the League Insurance Chief Executive Officer. The position will also be responsible to the Chief Operating Officer of the League for initiatives that directly impact the League. The position supervises the Public Safety Specialist of League Insurance. As education and training services of the League and League Insurance expand, the position will oversee additional communications and member services as needed.

Primary Responsibilities (Training and Education)

- Program Development and Delivery
- Conference Programming
- Resource Development
- Partnerships and Outreach

Secondary Responsibilities (Member Services)

- Risk Management and Insurance Support
- Member Engagement
- Program Support
- Survey and Feedback

MANAGEMENT STYLE & ATTRIBUTES

The ideal candidate will be a leader of high integrity and high energy, possess strong project management and organizational skills, with the ability to manage multiple initiatives simultaneously. Experience with training and education, particularly for a membership-based organization or in the insurance field will be a plus. The person will possess excellent written and verbal communication skills; demonstrated proficiency in modern technology platforms for online training, webinars, and content management; ability to build and maintain effective partnerships and working relationships; and is committed to serving Wisconsin's cities and villages with an understanding of their unique challenges and opportunities.

EDUCATION AND EXPERIENCE

Minimum education should include a bachelor's degree in business, public administration, education, human resources, risk management, or a related field. Master's degree preferred. A minimum of 5 years of experience in training, education, or risk management, preferably with a focus on local government.

COMPENSATION AND BENEFITS

The salary will be competitive commensurate with experience, with an anticipated annual starting salary of \$130,000-\$150,000. A comprehensive benefits package is available, including participation in the Wisconsin Retirement System (WRS) pension system and Employee Trust Fund (ETF) health plan.

APPLICATION PROCESS

Interested professionals should submit application materials to khackbarth@mcmgrp.com at McMahon Associates, Inc.

During the application period, interested professionals should submit the following:

- ✓ Cover Letter
- ✓ Resume
- ✓ Professional References

Position will be open until filled, with an initial review of applications beginning on Monday, February 10, 2025. All questions should be directed to Mark Rohloff, McMahon PS & MM Division Manager, who can be reached by email at mrohloff@mcmgrp.com.

Additional information about the League of Wisconsin Municipalities can be found on the League website: <https://www.lwm-info.org/>

Information about League Insurance can be found at: <https://www.lwmmi.org/>

The League of Wisconsin Municipalities is an equal opportunity employer

