



WISCONSIN POLICE LEADERSHIP FOUNDATION

POSITION DESCRIPTION AND POSITION POSTING

Title: Deputy Executive Director / Executive Assistant (part-time)

Reports to: Executive Director

Evaluated Annually By: Executive Director in consultation with the WPLF/WCPA Presidents

PRIMARY FUNCTION

The Deputy Executive Director is an at-will position who works collaboratively with the Executive Director and Executive Financial Manager to accomplish the mission of the WPLF and WCPA, and ensuring the effective delivery of professional development programs, member services, and organizational initiatives. While the WPLF employs this employee, the employee also works for the WCPA under shared services agreements between the two groups.

QUALIFICATIONS

- Minimum of five years of law enforcement command-level experience; Chief of Police experience preferred.
- Demonstrated leadership and management experience, including staff supervision.
- Prior involvement with the WCPA/WPLF.
- Experience in event management, training program development, or association leadership is strongly preferred.
- Relationship builder who enjoys member and exhibitor engagement
- Comfortable in public settings and experienced in public speaking roles
- Strong organizational skills with the ability to manage multiple projects and priorities.
- Participates in Wisconsin legislative processes and advocacy, as required

- High degree of integrity, professionalism, and ability to work with a diverse membership base.
 - Proficiency with Microsoft Office 365 and other technology tools.
 - Willingness and ability to travel, including overnight as required.
 - Ability to work independently in a remote office environment.
 - Ability to perform other duties and tasks as directed by the Executive Director or WPLF/WCPA Board of Directors.
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KEY DUTIES AND RESPONSIBILITIES, BUT NOT LIMITED TO:

- Works closely with and takes direction from the Executive Director.
- Assists the Executive Director and/or Executive Financial Manager
 - Act as Executive Director in the Executive Director's absence
 - Assisting with the preparation and updating the membership & exhibitor database
 - Assists in membership relations & recruitment
 - Preparing exhibitor and attendee materials for each conference
 - Communication with exhibitors.
 - Assist with exhibitor registration
 - Assist with registration of conference attendees
 - Manages speakers' accommodation and liaises with them at conferences
 - Oversee Exhibitor Registration Booth volunteers at conferences
 - Assists with the signage for the exhibitor area
 - Design and printing of conference materials
 - Special events or projects
 - Filing of all contracts and partnership agreements
 - Works collaboratively in a team environment
- Maintains membership database for:
 - WCPA Law Enforcement Members, Exhibitors, Sponsors, Partners, and Supporting Business Members
- Prepares vouchers for payment of expenses incurred by both the WPLF and WCPA.
- Responds to WCPA and WPLF communications and directs them to the appropriate contact as needed.
- Oversee Door Prize Management Volunteers at conferences.
- When requested, attend various committee meetings or conferences, including Annual and Mid-Year IACP Conferences
- Administrative tasks, including but not limited to:
 - Maintain the website of the WPLF and WCPA.
 - Prepares for printing annual membership cards
 - Take minutes at board meetings and other meetings when requested.
 - Posting of minutes, agendas, and meeting notices
 - Assists in the distribution of legislative and salary surveys when requested
 - Coordinates with the Parliamentarian during voting processes
 - Maintain a basic understanding of the Financial Manager's responsibilities
 - Creates and distributes emails to the membership from association leadership on

- issues and events important to the membership
- Development and distribution of promotional email blasts for Partners, Supporting Business Members, and select event Sponsors
- Retains WPLF and WCPA documents, including but not limited to:
 - WPLF and WCPA Bylaws
 - Articles of Incorporation and other corporate documents
 - Correspondence

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the types of tasks and levels of work, but is not intended to be a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of the Executive Director, Presidents, or Boards to assign, direct, and control the work of the Deputy Executive Director. Nothing contained herein is intended to be construed to create or constitute a contract of employment between the Deputy Executive Director and the WPLF. The WPLF retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

Compensation: \$36,000 annually (Exempt Employee Position)

How to Apply:

Please submit a cover letter and resume to:

Sean Marschke, Deputy Executive Director

Email: smarschke@wichiefs.org

Mail: WCPA/WPLF

7915 W. Layton Avenue # 106
Milwaukee, WI 53220

Applications must be received by 4 pm, Friday, April 17, 2026