**University of Wisconsin Oshkosh – Fox Cities Foundation**

**Executive Director Position Announcement**

See Position Description included.

Candidates who meet the qualifications are asked to submit the following items to [uwofcfoundationhiring@gmail.com](mailto:uwofcfoundationhiring@gmail.com). Application materials received by**5:00 p.m. on Monday, November 6th, 2023, will receive first consideration.**

* A cover letter that describes how your experience and skills align with the stated job responsibilities and qualifications. Please let us know why you are interested in this position.
* Current resume that summarizes professional experience, education, training, and skills relevant to the desired responsibilities and qualifications.
* The names and contact information for three professional references.

*Applications that do not include a cover letter, resume, and references may not be considered.*

The University of Wisconsin Oshkosh Fox Cities Foundation search committee will review all completed applications. The most competitive candidates will be invited to participate in the interview process.

Job offers are contingent on a review of criminal history as well as verification of information provided by the applicant as part of the application process. The UWO Fox Cites Foundation is an affiliated organization with the UW Oshkosh Fox Cities campus but the Executive Director for the UWO Fox Cities Foundation is not employed by the University of Wisconsin.