



Tony Evers

Office of the Governor | State of Wisconsin

Appointments Director

The Office of Governor Tony Evers is seeking an Appointments Director to assist the Governor in making appointments across over 200 boards and managing a team that recruits, vets, and processes potential appointees. It is essential for an applicant to be highly organized, have experience creating and executing complicated processes, have strong communication skills, and understand the importance of constant attention to detail. A successful candidate will bring a highly creative, organized, and strategic mindset to the role.

Responsibilities:

- Assists the Governor in filling vacancies across over 200 boards by managing a team that recruits, vets, and processes applicants.
- Manages the Appointments Assistant (Part-time LTE position)
- Assesses shifting board priorities and sets weekly departmental goals accordingly.
- Point of contact for internal departments and external stakeholders on board vacancies, an applicant's status, and new member recommendations for most commissions, councils, taskforces, boards, committees, and county positions that require governor approval (Register of Deeds, Coroner).
- Conducts outreach and recruitment efforts for intern classes each semester.

Qualifications:

- Higher education degree.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) and social media platforms.
- Excellent written and verbal communication skills.
- Self-directed and able to work without supervision while managing workflow and meeting deadlines.
- Experience managing other staff and interns.
- Energetic and eager to tackle new projects and ideas.
- Ability to handle sensitive and confidential material in a responsible and respectful manner.
- Motivated by public service and committed to serving the people of Wisconsin.

Compensation

- Salary range is \$45,000 to \$65,000 annually, commensurate with experience.
- Generous benefits package

The Office of Governor Tony Evers is an equal opportunity employer and strives to recruit and retain high quality staff who are committed to the Administration's pursuit of a diverse, equitable, and inclusive workplace that reflects the Wisconsinites it serves.

How to Apply

- Email cover letter and resume, to Zach Madden, Legislative Affairs Director, at Zach.Madden@wisconsin.gov.