

employment opportunity

Executive Director

at



the Capital Area Regional Planning Commission

Location: Madison, Wisconsin

presented exclusively by

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leaders

to apply: bit.ly/CARPC-apply



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The Capital Area Regional Planning Commission is hiring an Executive Director

*Peter Gray Executive Search is CARPC's
exclusively retained partner for this executive search*

All images courtesy of CARPC, except where noted.

About CARPC

The [Capital Area Regional Planning Commission](#) (CARPC) is an independent governmental agency established in 2007 to coordinate planning and development among municipalities in Dane County, Wisconsin (the county where Madison, the state capital, is located). CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts. CARPC is legally responsible for two main regional planning endeavors for the Dane County region: land use planning and areawide water quality management planning.



Village of Waunakee, Dane County

CARPC is a dynamic and forward-thinking regional organization dedicated to fostering sustainable growth, improving infrastructure, and enhancing the quality of life in Dane County, Wisconsin. CARPC serves as a catalyst for collaborative planning, development, and implementation of policies and projects that benefit Dane County communities.



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CARPC's Mission and Vision

Our Mission

The Capital Area Regional Planning Commission strengthens the region by engaging communities through planning, collaboration and assistance.

Our Vision

A region where communities create exceptional quality of life for all by working together to solve regional challenges.



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Position Description

CARPC is seeking an experienced and visionary Executive Director to lead its team and drive its mission forward.

The Executive Director is CARPC's chief executive officer. The position's responsibilities include hiring and supervising staff, managing the organization's budget, and ensuring the successful operation of the office.

Summary:

- The Executive Director of the Capital Area Regional Planning Commission is responsible for **overall leadership** of the Commission, including strategic direction; promoting implementation of the [Regional Development Framework](#); team management; and financial oversight. The Executive Director serves as the **public face and voice of the Commission**, elevating its visibility and influence on regional planning and development.



Retiring CARPC Agency Director Steve Steinhoff [interviewed](#) about CARPC's 2050 Regional Development Framework

- The Executive Director **manages a team** of planning, environmental resources, and administrative professionals, currently 8 FTE (September 2023).



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- The Executive Director **reports to 13 commissioners** appointed by the Mayor of Madison, the Dane County Executive, the Dane County Cities and Villages Association, and the Dane County Towns Association.
- The Executive Director **works closely with a diverse group of stakeholders**, including commissioners, Commission staff, government agencies, community leaders, private sector partners, and residents to shape the future of Dane County, Wisconsin through effective regional planning and development initiatives.

Key Responsibilities:

External Responsibilities

- **Strategic Leadership.** Develop and communicate a clear vision and strategy for the Commission, ensuring alignment with its mission and goals.
- **Advocacy and Public Relations.** Serve as a spokesperson for the organization, advocating for its mission and goals through effective communication and public relations efforts. Build and maintain strong relationships with key stakeholders, including local governments, community organizations, business leaders, and resident constituents.
- **Policy Development and Collaboration.** Collaborate with regional stakeholders to build consensus on regional plans and the policies and programs that carry them out. Foster partnerships and collaborations with neighboring regions, governmental bodies, and relevant agencies to address regional challenges and opportunities.



CARPC / Greater Madison MPO open house



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Internal Responsibilities

- **Team Management.** Lead and mentor a dedicated team of professionals (currently 8 FTE), fostering a collaborative and results-oriented work environment. Oversee staff prioritization and execution of a portfolio of projects and initiatives aimed at enhancing the region's economic, environmental, and social well-being.



CARPC staff on a Habitat for Humanity [build day](#)

- **Commission Support.** Work with commission leadership to prepare agendas, manage monthly commission and committee meetings, foster collaboration, and support commissioners.
- **Budget, Financial, and Administrative Management.** Oversee the organization's budget, financial planning, human resources, and general administration to ensure smooth operations, fiscal responsibility, and sustainability.
- **Compliance.** Ensure the Commission's compliance with federal and state laws and regulations.



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Qualifications Sought:

- Proven executive leadership and team management experience, preferably in a regional planning commission or related organization.
- Visionary thinking and a commitment to sustainable regional development.



CARPC staff and commissioners on a water quality tour of Dane County lakes

- Strong understanding of regional planning, environmental resources planning, land use, transportation, and infrastructure development.
- Experience accomplishing policy and funding goals through public sector advocacy.
- Experience securing grant funding to grow programs and organizational capacity.
- Knowledge of local and regional government structures and processes.
- Demonstrated ability to build and maintain strong partnerships and collaborations.
- Experience in budget management, financial oversight, and general organizational administration.
- Excellent public speaking, interpersonal, communication, and negotiation skills.
- Bachelor's degree in Urban Planning, Public Administration, Environmental Studies, Business Administration, or a related field preferred. Master's degree preferred. Alternative backgrounds will be considered.



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Office Location: Madison, Dane County, Wisconsin

CARPC serves Dane County, Wisconsin, with an [office](#) located in downtown Madison.



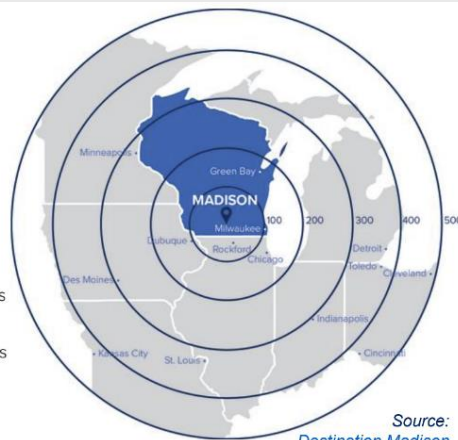
The historic 100 State Street building in downtown Madison, home of the CARPC office

The Executive Director position requires a regular in-person presence in the Madison office, with some work-from-home acceptable. The job also requires travel around Dane County as needed to engage with area stakeholders and partners.

This is a national search, and CARPC is ready to offer financial assistance for relocation.

TO MADISON BY CAR:

- From Milwaukee: 79 miles, 1½ hours
- From Dubuque: 91 miles, 1¾ hours
- From Chicago: 147 miles, 2½ hours
- From Green Bay: 140 miles, 2½ hours
- From Minneapolis: 273 miles, 4½ hours
- From Des Moines: 292 miles, 4¾ hours
- From St. Louis: 359 miles, 5½ hours



Source:
[Destination Madison](#)



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About Dane County, Wisconsin

Dane County is the beating heart of south-central Wisconsin. Dane County's 1,197 square miles are characterized by a varied landscape that includes rolling hills, lakes, and fertile farmland.



Town of Springfield, Dane County

With over 560,000 residents, Dane County is Wisconsin's second largest county in population, after Milwaukee. Thanks to its vibrant economy and many other assets, Dane County leads Wisconsin in population growth.

Dane County and its surrounding region have been home to the [Ho-Chunk nation](#) for over 11,000 years. The region has the world's largest concentration of [Indian effigy mounds](#). There are [dozens](#) on the University of Wisconsin-Madison campus alone.

Dane County consistently earns top [rankings](#) as a great place to live and work. In 2023 [niche.com](#) ranked Dane County the overall [3rd best county to live in](#) among Wisconsin's 72 counties; and in the top 4 for its [outdoor recreation](#), [health and wellness](#), [family-friendliness](#), [appeal to young professionals](#), and its [strong public schools](#).



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Dane County boasts a diverse economy spanning healthcare, technology, manufacturing, education, and agriculture. The local economy and job market are among the strongest in the US: Dane County has just [2.5% unemployment](#) (compare to unemployment rates of [2.6% statewide](#) and [3.5% nationwide](#)). National and global companies headquartered in Dane County include [Epic Systems](#), [American Family Insurance](#), [Exact Sciences](#), [TruStage](#), [Promega](#), [ETC](#), and [Sub-Zero](#).

Dane County is an [agricultural powerhouse](#) with an ag sector employing [over 14,000 workers](#), with a strong focus on sustainable farming practices. The county leads Wisconsin in [agricultural sales](#), totaling over \$500 million per year. In a state nicknamed “America’s Dairyland,” Dane County ranks 5th statewide and 27th nationwide in dairy production. [95% of Dane County farms are family-owned](#), and the [Dane County Farmers’ Market](#) is the largest producer-only farmers’ market in the country.

The Dane County seat, Madison, has a population of over 250,000 residents. Madison is the capital of Wisconsin, a world-class [research & technology university](#) city, and a thriving creative-class hub.



*The downtown Madison skyline and State Capitol dome
seen from Lake Monona, one of Dane County’s chain of scenic lakes*

Like Dane County, Madison is consistently named a [best place to live](#) in US nationwide rankings and surveys. Madison earns accolades for its [green](#) & [healthy](#) lifestyle, its [gender parity at work](#), its [family-friendliness](#), its [sports](#), its great [beer](#) scene, even its [happiness](#). (See Madison [rankings](#), [fun facts](#), and [things to do](#).)



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With a median home cost of \$384,100, Dane County offers a lower [cost of living](#) than many desirable metros.

Dane County's racial and ethnic [demographics](#): 78% non-Hispanic White, 7% Asian, 7% Hispanic or Latino, 6% Black.



The Lower Yahara River Trail in McFarland, Dane County

Business and civic organizations active in Dane County include the [Greater Madison Chamber of Commerce](#), the [Latino Chamber of Commerce of Dane County](#), the [Hmong Wisconsin Chamber of Commerce](#), the [Wisconsin LGBT Chamber of Commerce](#), the [Madison Black Chamber of Commerce](#), and [Downtown Madison Inc.](#)



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Salary and Benefits

CARPC's Executive Director position has a salary range of **\$118,000 - \$135,000**.

CARPC's excellent [employee benefits](#) include employer-subsidized group health and dental plans, with 100% of employee and family HMO premiums covered; life and disability insurance; a retirement plan in the [best-in-class Wisconsin Retirement System](#) (WRS) with a generous employer match; flexible spending plan; and generous paid time off.



Cherokee Lake, Dane County

Interested?

Please [apply confidentially](#): bit.ly/CARPC-apply

The position is open until filled. It was posted on **September 21, 2023**. Rather than setting an application deadline, we are considering applications and holding interviews on a rolling basis. For best consideration, please apply promptly; and please complete all questions in the application. Our goal is to fill this position by **January 2024**.

CARPC has exclusively retained [Peter Gray Executive Search](#) to conduct the search for its new Executive Director. Peter Gray Executive Search is a social impact executive search firm in Madison, Wisconsin.



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Commitment to Equity & Inclusion

As an employer, the Capital Area Regional Planning Commission strives to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.



Town of Springfield, Dane County

CARPC and Peter Gray Executive Search are equal opportunity employers. CARPC and Peter Gray Executive Search strongly believe that CARPC benefits from the perspectives and talents of a racially and culturally diverse staff.



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About Peter Gray Executive Search



Peter Gray (he/him) is a recovering Wall Street recruiter who now recruits social impact leaders and fight bias in hiring.

As founder and CEO of [Peter Gray Executive Search](#), he guides nonprofit organizations and social impact employers through [leadership succession](#) and other [strategic hiring](#). He also [trains](#) employers on diversifying hiring outcomes, and [coaches](#) individuals on overcoming bias in job search and career advancement.

Peter began his career in executive search at Korn Ferry in New York City. He gives back as a volunteer adviser, fundraiser, and board member for nonprofit and civic organizations. He chairs the Boys & Girls Clubs of Dane County's [Move 'n' Groove for Boys & Girls Clubs](#) campaign, which has raised over \$10 million for youth development.

Peter holds a BA from Harvard University, and an MBA from Columbia Business School.

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