

EXECUTIVE DIRECTOR
WRITE ON, DOOR COUNTY
FISH CREEK, WISCONSIN



Mission:
To inspire and engage writers and readers of all ages, at all stages.

Write On, Door County has partnered with **Spano Pratt Executive Search**, an LAK Group Company, to find their new Executive Director. For a confidential conversation and to learn more about this opportunity, please contact:

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Write On, Door County's Campus

ORGANIZATION OVERVIEW

Write On, Door County is a nationally recognized nonprofit literary arts organization dedicated to inspiring and engaging readers and writers of all ages, at all stages. Founded in 2013, Write On provides high-quality writing programs, author events, conferences, and residencies that foster creativity, deepen craft, and build meaningful connections through story. Serving both local and national audiences, the organization has become a vital cultural resource within Door County's vibrant arts ecosystem and beyond.

Write On's programs are rooted in its 59-acre wooded campus near Fish Creek, Wisconsin, which includes a Writing Center, a year-round Writers Residency, and 1.5 miles of public trails inviting reflection, exploration, and creative expression. Through workshops, readings, community gatherings, and immersive retreats, Write On creates welcoming spaces where writers and readers come together to learn, share, and grow.

With a strong endowment, a dedicated Board, and a small professional team, Write On is entering an exciting next chapter focused on deepening community impact, strengthening financial sustainability, and expanding its reach while honoring the artistic integrity and inclusive spirit at the heart of its mission.

POSITION OVERVIEW

The Executive Director serves as Write On, Door County's chief executive and primary ambassador, stewarding the organization's mission while guiding its future. This leader brings strategic vision, fundraising strength, and operational fluency to advance financial sustainability, oversee programs and partnerships, and support a small, committed team. Working closely with the Board of Directors, the Executive Director translates purpose into action, balancing big-picture leadership with hands-on execution.

This role offers a unique opportunity to lead a beloved literary organization grounded in creativity, education, and community connection. The Executive Director is responsible for cultivating donor relationships, strengthening organizational infrastructure, and ensuring programs remain mission-aligned, financially sound, and responsive to evolving needs. Just as important, the Executive Director serves as a visible presence on campus and in the community, building trust and momentum through authentic engagement.

At its core, this position is about stewardship—of people, resources, stories, and place. For a leader who values both artistic expression and organizational excellence, the Executive Director role offers the chance to guide Write On into its next chapter while honoring its origins: inspiring readers and writers, nurturing creativity, and creating spaces where voices are heard and stories take root.



Write On Gathering Space

CORE RESPONSIBILITIES

Organizational Leadership & Strategy

- Advance Write On's mission, values, and strategic priorities in partnership with the Board of Directors.
- Translate strategic goals into annual plans, operational priorities, and measurable outcomes.
- Track organizational performance and program impact; use data and feedback to inform decision-making and continuous improvement.
- Provide visible leadership across the organization, campus, and community.
- Partner with the Board Chair to support effective governance, planning, and organizational accountability.

Fundraising & Revenue Development

- Lead all fundraising activities, including individual giving, major gifts, grants, sponsorships, and events.
- Personally cultivate and steward donors, foundations, and community partners.
- Serve as staff lead for the annual gala and other fundraising initiatives.
- Prepare grant proposals and required reports.
- Support earned revenue streams, including program fees, conferences, and memberships.

Financial, Administrative & Campus Operations

- Oversee the organization's operating budget, cash flow, and financial reporting in collaboration with the bookkeeper/accountant and Board Treasurer.
- Ensure timely payroll, annual filings, insurance, contracts, and regulatory compliance.
- Maintain basic HR policies and administrative systems.
- Oversee the care and use of organizational facilities, including the Writing Center, Writer's Residency, and Hike & Write trails.
- Identify organizational risks and develop strategies to ensure long-term sustainability, safety, and operational resilience.

Staff Leadership & Organizational Culture

- Supervise and support a small team of staff and key volunteers.
- Manage hiring, onboarding, performance feedback, and professional development.
- Foster a collaborative, respectful, and inclusive workplace culture.
- Set clear expectations and ensure accountability across roles.

Program Oversight & Artistic Partnership

- Provide organizational oversight of literary programs, including workshops, readings, conferences, and residencies.
- Partner closely with the Artistic Director to align programming with mission, budget, and audience engagement.
- Ensure programs are financially sustainable, mission-aligned, and responsive to community needs.

Marketing, Communications & Community Presence

- Oversee branding, messaging, and external communications.
- Serve as the primary organizational spokesperson.
- Guide newsletters, social media, press outreach, and website content (directly or through staff or contractors).
- Build and maintain relationships with writers, educators, cultural organizations, donors, and community leaders.
- Develop strategic partnerships with peer organizations, schools, funders, and community groups to expand reach and impact.
- Support planning and execution of public programs and events.

Board Relations & Governance Support

- Prepare materials for Board and committee meetings.
- Support Board engagement in fundraising, advocacy, and strategic initiatives.
- Maintain effective communication between staff and Board leadership.



Kids Camp

KEY COMPETENCIES

Visionary Leadership with Operational Execution

Articulates a compelling future while translating vision into priorities, systems, and outcomes.

- Sets clear direction
- Converts ideas into action
- Establishes executable priorities
- Leads organizational change
- Balances creativity with discipline

Relationship-Driven Fundraising & Community Engagement

Builds authentic relationships that drive financial support, partnerships, and visibility.

- Comfortable asking for money
- Externally focused and sociable
- Cultivates donors personally
- Develops sponsorships
- Represents Write On publicly with energy
- Builds trust through presence

Organizational & Financial Acumen

Ensures fiscal responsibility, operational clarity, and sustainable growth.

- Understands budgets and financial reporting
- Plans strategically
- Builds infrastructure
- Aligns programming with revenue
- Uses technology effectively
- Ensures accountability

People Leadership & Change Management

Aligns staff, board of directors, and volunteers while navigating complex dynamics.

- Comfortable with conflict

- Builds strong teams
- Sets clear expectations
- Holds people accountable with empathy
- Encourages collaboration

Entrepreneurial Energy & Presence

Brings momentum, confidence, and visible leadership.

- Self-starter
- Takes initiative
- Energizes others
- Willing to wear many hats
- Persistent and fearless
- Maintains focus on priorities

Mission Alignment & Cultural Stewardship

Advances Write On's values while expanding impact.

- Passion for storytelling and creativity
- Commitment to inclusivity
- Belief in community impact
- Respects artistic integrity
- Creates welcoming environments
- Honors origins while building the future



Creative Nature Writing

QUALIFICATIONS & EXPERIENCE

The ideal Executive Director brings a blend of strategic leadership, operational strength, and relationship-building capabilities, along with a passion for mission-driven work.

Required Qualifications

- Demonstrated leadership experience in nonprofit management, arts administration, or mission-focused organizations.
- Proven success in fundraising, including individual giving, grants, sponsorships, and donor stewardship.
- Financial literacy with experience managing organizational budgets (approximately \$500,000 operating budget) and working alongside boards on financial oversight and sustainability.
- Experience partnering with and reporting to a Board of Directors; ability to support effective governance and cultivate strong board engagement.
- Excellent written and verbal communication skills, with the ability to represent the organization to diverse stakeholders including donors, community partners, artists, and participants.
- Comfort using financial systems, CRM platforms, marketing analytics, and basic AV tools to support operations and programming.
- Ability to balance strategic vision with hands-on execution in a small-team environment (leading a staff of three).
- Demonstrated capacity to manage multiple priorities while advancing long-term organizational goals.

Preferred Qualifications

- Experience working closely with a governing board.
- Affinity for literature, writing, publishing, or arts programming (helpful but not required).
- Familiarity with donor database systems and digital marketing tools.



Write On Programming

COMPENSATION & BENEFITS

Salary \$100,000 – \$120,000, commensurate with experience. Full-time, onsite role requiring visibility and a presence to support programs, campus activities, and community engagement. Flexible schedules with evenings and weekends required for events and monthly Board meetings. Generous time-off package to support personal well-being and work-life balance. Healthcare stipend: \$10,000 annually, administered through a third-party benefits provider.

LOCATION: DOOR COUNTY | FISH CREEK, WISCONSIN



Write On Walking Trails

Tucked among towering pines just outside Fish Creek, the Write On, Door County campus feels less like a workplace and more like a creative sanctuary. Spread across wooded trails and historic cottages, the campus invites pause, reflection, and imagination, offering writers, educators, and leaders alike the rare gift of space: space to think, to create, and to connect.

Here, mornings begin with birdsong and filtered sunlight through the trees. Afternoons might bring spirited workshop conversations, quiet moments of writing on a porch, or community gatherings beneath open skies. The natural landscape is not merely a backdrop; it is an active participant in the creative process, grounding Write On's mission to cultivate voices and stories in a setting that encourages presence and possibility.

Beyond the campus, Door County unfolds in all directions, framed by the waters of Lake Michigan and Green Bay. The nearby village of Fish Creek adds warmth and vitality with its galleries, theaters, independent shops, and strong arts community. Together, the campus and town create a rhythm that balances solitude with connection, and reflection with collaboration.

Each season offers its own poetry: summers alive with literary events, lakeside evenings, and creative energy; autumns rich with color and quiet inspiration; winters that invite deeper focus and renewal; and

springs marked by returning light and fresh beginnings. Outdoor living is woven into daily life, with miles of shoreline, forested parks, and winding trails offering endless opportunities to restore and reconnect. For those drawn to meaningful work rooted in creativity, education, and community, Write On, Door County offers something increasingly rare—a professional home where mission meets landscape, and where leadership is nourished by both nature and story. It is a place to build impact while living gently, creatively, and with purpose.

NOMINATION & APPLICATION PROCESS

To be considered for this opportunity, please submit a cover letter and resume to:

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Learn More Here:
[Write On, Door County](#)
[Destination Door County](#)