

Mission for Area People

Executive Director

Job Description

Reporting to the Board of Directors, the Executive Director (ED) will have overall leadership, stewardship and strategic responsibility for Mission for Area People's mission, staff, programs, program expansion to meet community needs, and execution of Mission for Area People's mission. The Executive Director will have or develop deep knowledge of needs in the community, current core programs and potential programs, operations, and business plans.

Responsibilities

Leadership & Management:

- Support, Lead, coach, develop, and retain Mission for Area People's high-performance staff team.
- Maintain high visibility in the community and interact regularly with other community nonprofits.
- Develop and retain an ongoing awareness of community needs and services to advise potential programming needs;
- Ensure ongoing local programmatic excellence and rigorous program evaluation;
- Ensure consistent quality of agency finances including budgeting, monitoring and reporting;
- Employ comprehensive fundraising strategies using a variety of techniques and platforms;
- Maintain ongoing communications to Board members, donors, partners and the general public;
- Develop comprehensive technology systems;
- Recommend strategies, timelines and resources needed to achieve strategic goals.
- Actively engage and energize Mission for Area People's volunteers, board members, committees, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee;
- Seek and build board involvement with strategic direction for ongoing local operations.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and potential expansion.
- Deepen and refine all aspects of communications—from web presence to all sources of social media - to external relationships with the goal of creating a stronger brand.

- Use external presence and partner agency relationships to garner new opportunities.

Planning & New Business:

- Design and implement a strategic business planning process inclusive of fund raising for current programs and potential program expansion.
- Be a local presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for replication.

Qualifications

The ED will be thoroughly committed to Mission for Area People's mission. All candidates should have proven leadership, financial, coaching, and relationship management experience.

Specific requirements include:

- Advanced degree preferred with ideally non-profit management experience; track record of effectively leading and scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with demonstrated interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

* * * * *

To apply: Send letter of introduction and resume' to Mission For Area People, 2500 Jefferson, Muskegon Heights, MI 49444, attention LaDon Thompson, Board Secretary. Or, email to ladonthompson@gmail.com