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**POSITION TITLE:** Executive Director

**STATUS:** Exempt / Full Time

**REPORT TO:** MCA Board of Directors

**SALARY RANGE:** \$90,000.00 – \$125,000.00

**To Apply:** Click here to apply on [indeed](#)

**POSTION SUMMARY:**

The Executive Director facilitates the coordinated effort of association member agencies to implement the mission of reducing poverty and promoting self-sufficiency in Michigan. In conjunction with Board of Directors, the Executive Director identifies priorities and implements policies. The Executive Director manages the day-to-day business of the association, including personnel, fiscal and organizational issues. The Executive Director works with MCA Board of Directors, to increase the awareness and visibility of Community Action programs, through working with elected and appointed decision makers and community and business leaders in Michigan and throughout the United States.

This is a salaried, exempt position.

**ESSENTIAL FUNCTION:**

- Facilitate an annual and multi-year plan, prioritize issues, develop strategies and implementation plan.
- Work closely with the Community Action network leadership and staff to promote the association's mission and priorities.
- Provide leadership in implementing the public policy platform of the association with legislators and other policy makers.
- Represent the association with selected partners, collaborative and coalitions working on common public policy issues.
- Develop annual budget, oversee fiscal management and assume responsibility for contract compliance.
- Raise additional resources to support association goals and activities.
- Provide direction on public relations and marketing efforts.
- Communicate effectively with CAA's, decision makers and other stakeholders.
- Appropriately balance the demands of the organization's internal and external constituencies.
- Review Personnel Policy Manual and Fiscal Procedures Manual annually for any necessary changes.
- Support mission activities of advancing research and expanding concern and awareness.
- Serve as the primary spokesperson for the association.

### **Minimum Qualifications:**

- Bachelor's Degree in business, management or a related field. Experience may be substituted for some education, at the discretion of the Board of Directors. Advanced degree preferred
- Minimum of 10 years of senior level non-profit management or governmental experience.
- Ability to communicate knowledgeably on: acceptable purchasing practices; materials control; budget management; personnel management; affirmative action; fiscal responsibilities; grantsmanship preparation; program evaluation; monitoring procedures; and public relations.
- Experience working with a Board of Directors.
- Ability to communicate successfully with persons from various socio-economic groups and varied cultural backgrounds.
- Ability to effectively supervise staff.
- Experience building and maintaining service networks and community resources.
- Demonstrated ability to write grants or prepare applications for funds requests.
- Experience interpreting data analytics, monitoring results, taking corrective actions, and creating productivity enhancements.
- Experience working in diverse communities.
- Superior management skills with ability to troubleshoot and resolve differences. Ability to gain widespread support in the course of managing projects.
- Proven ability to lead implementation across a spectrum of cross-functional initiatives.
- Knowledgeable of staff training and career development techniques.
- Ability to organize a variety of simultaneous activities with attention to detail and timeliness.
- Proven interpersonal and professional skills including but not limited to professional appearance, tact, punctuality, communication, and dependability.

### **Minimum Competencies:**

- Working knowledge of advanced internet applications and programs including Microsoft Office Word and Excel. The ability to learn and utilize the necessary programs for this position.
- Ability to communicate effectively both orally and in written form.
- Proven interpersonal and professional skills including but not limited to professional appearance, tact, punctuality, and dependability.
- Ability to provide services for those persons facing economic, social, health, age, and educational barriers.
- Ability to work independently or in a team environment.

An attempt has been made to identify main responsibilities of this position. Unlisted responsibilities are assumed and necessary to carry out work associated with this position. In addition, there may be job responsibilities yet to be identified and assigned by Board of Directors.

### **AN EQUAL OPPORTUNITY EMPLOYER**

MCA prohibits discrimination, harassment and bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, genetics, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law. MCA expects that its employees, volunteers, members, and other constituents of the MCA, when and where ever those individuals are conducting MCA business or participating in MCA events or activities, shall maintain an environment free of discrimination, including harassment, bullying, or retaliation.