

## JOB OPENING

TITLE Executive Director

CLASSIFICATION Part-time, contract employment; exempt from overtime

REPORTS TO Board of Director

SUMMARY Reporting to the Board of Directors, the Executive Director (ED) is the sole staff person for Scenic Michigan (SM) and will have overall strategic and operational responsibility for programs and execution of its mission. S/he will initially develop deep knowledge of the organization's history, mission, and operations.

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### ESSENTIAL DUTIES

- Develop annual work plans and budgets to achieve [SM's strategic goals](#) and systems to track progress that can be effectively communicated to the board, funders, and other constituents
- Develop, maintain, and support a strong board of directors, serve as ex-officio of each board committee, and seek and build board involvement with strategic direction
- Work with the board treasurer to ensure consistent quality of finance and fundraising
- Expand revenue generating and fundraising activities to support programs and operations
- Serve as the public face of SM, representing the organization in front of a wide variety of external audiences
- Develop and maintain collaborative relationships with both public and private organizations to further SM's goals, including implementing good signage practices in Michigan
- Monitor and help direct mission-focused legal and legislative policy
- Maintain SM office in Ann Arbor, including records and files
- Travel occasionally within Michigan to represent SM and realize strategic goals
- Arrange quarterly Board meetings
- Manage social media accounts
- Other duties as assigned by the board of directors

## QUALIFICATIONS

- A bachelor's degree in relevant field or equivalent combination of work experience and education; a master's degree is preferred
- A minimum of five years of relevant work experience is required; nonprofit senior management, fundraising, legislative, community development/planning, and/or local government experience is preferred
- Strong verbal and written communications skills Knowledge of and passion for protecting Michigan's scenic beauty through sign regulation and other means
- Strong competency using Microsoft Office suite, including Word, PowerPoint, and Excel

## WORK ENVIRONMENT

Work is primarily performed in an indoor, environmentally controlled office setting with extended periods at a computer, on the telephone, sitting, or standing. The nature of the work has frequent interruptions, contact with the public, performance of repetitive tasks, and requires strong communication skills.

## COMPENSATION

- Compensation \$25,000 to \$30,000 annually, commensurate with education and experience
- Reimbursed travel and related expenses
- No benefits
- Office and free parking in Ann Arbor, Michigan

## TO APPLY FOR THIS POSITION

Submit a cover letter including salary requirements and resume to [info@scenicmichigan.org](mailto:info@scenicmichigan.org) All materials must be submitted as PDF or Word documents. Applications must be submitted by November 30, 2017. Start date is January 8, 2018

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## ABOUT SCENIC MICHIGAN

Scenic Michigan is an affiliate of the national non-profit organization Scenic America. We are headquartered in Petoskey, Michigan, and work to enhance the scenic beauty of Michigan's communities and roadsides. Our principal activity is informing the public of the economic, social, and cultural benefits of highway beautification. Scenic Michigan promotes and sponsors programs to encourage natural beauty in the environment, enhance landscapes, protect historical and cultural resources, and improve community appearance.

*Scenic Michigan aims to provide equal employment opportunity to all persons regardless of age, color, national origin, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Employees are selected based on ability or assessed potential to meet the needs of SM and the specific job requirements as stated in the job description. In addition, SM will provide reasonable accommodations for qualified individuals with disabilities.*