

PINE LAKE FUND JOB DESCRIPTION EXECUTIVE DIRECTOR

Job Summary

The Executive Director will work closely with the Pine Lake Fund Board of Directors to develop and implement the mission and the strategic plan of the organization. The mission of the Pine Lake Fund, a 501(c)3 non-profit organization, is to support the training and placement of people with disabilities attending the Michigan Career and Technical Institute. Michigan Career and Technical Institute conducts vocational and technical training programs and provides supportive services needed to prepare Michigan citizens with disabilities for competitive employment. The ideal candidate will be committed to leading the transformation and growth of the organization and will bring a forward-thinking approach to organizational and program development. The position will actively participate in, and oversee, all fund activities including: daily program operations; fund and program development; grant writing, administration and management and fiscal management.

Educational/Experience Qualifications

Master's degree preferred and significant related experience including fund development, project management, business management, grant oversight, and personnel. Progressive non-profit leadership experience preferred. Demonstrated success required.

Essential Job Functions

1. Manage and administer day-to-day operations for 501 ©3 not-for-profit organization. Project development and management; grant/agreement administration, including knowledge of individual program requirements, and federal and state regulations; and oversight and supervision of organization personnel.
2. Collaborate and partner with MCTI leadership and its parent organization to support their mission and operations as mutually agreed upon.
3. Maintain business and funder relationships.
4. Assist with cultivation and development of Board of Directors.
5. Hire, manage and evaluate staff and contractors; providing supervision, support and coaching.
6. Maintain required board documentation and develop and implement additional documentation as necessary/required.
7. Develop, manage and monitor organization's fundraising plan, including prospecting and maintaining relationships with funders; provide oversight including coordination of various grant budgets and required reporting.
8. Supervision and knowledge of MSHDA low-income housing operations, requirements and regulations.
9. Supervision of contracted Employment Services activities and outcomes for MCTI students.
10. Supervise maintenance of double entry computer based accounting system for multiple fund activities through audit process. Knowledge of financial functions including AP/AR, general ledger, budgeting and forecasting, asset management, tax filings and business insurance.
11. Supervise acceptable cash handling procedures.
12. Supervise maintenance of all EDGAR and OMB Circular standards for grant/contract management without significant audit exceptions.

13. Supervise accurate preparation and submission all required grant/contract and fiscal related reports on a timely basis.
14. Prepare new grants/fee for service and other agreements and new projects.
15. Achieve organizational goals that support the training and placement of persons with disabilities into competitive employment.
16. Work independently and handle the pressure of multiple deadlines.
17. Participate in marketing of organization including brochures, newsletters, annual reports, invitations, marketing materials, etc.
18. Represent PLF for MCTI for external presentations.
19. Duties as defined in Pine Lake Fund by-laws:

Attend all meetings of the Board of Directors and be responsible for the record of all proceedings of the meetings of the Board of Directors;

Maintain records of and supervise disbursement and receipt of all funds belonging to the Pine Lake Fund;

Prepare a proposed budget for approval by the Board of Directors at its Annual meeting;

Receive all correspondence for the Pine Lake Fund and facilitate an appropriate response;

Acknowledge receipt of all applications for membership;

Notify all Directors of said application;

Notify all Directors in the event that actions need to be taken and no Board of Directors' meeting is forthcoming;

Notify all Directors of the board meetings at least thirty days in advance;

Develop the agenda for all meetings;

Develop proposals for Board of Directors' action;

Distribute the minutes of all board meetings;

Serve as registrar for the members;

Prepare/distribute an annual financial report to Members;

Act as custodian of all official records of the Pine Lake Fund.

Knowledge, skills, and abilities

Able to plan, organize, and achieve organizational goals.

Able to handle multiple tasks with multiple priorities simultaneously with excellent time management skills.

Excellent oral and written communications skills.

Able to handle all administrative and fiscal aspects related to the job such as employee time keeping, audit preparation and accreditation, managing budgets and allowable costs, purchasing, payments, cash flow, electronic transfer requests, assets and inventory, etc.

Work effectively as a team member with board members, MCTI leaders, faculty, staff and students.

Experience with human resources management, legal compliance and strategy and planning.

Able to quickly learn new techniques and concepts related to the job.

Creative and flexible in solving problems related to the job.

Demonstrates sensitivity and awareness in working with persons with disabilities and diverse populations.

Ability to work independently.

Proficiency in Microsoft Office computer software.

Pass background check and drug screening.

Reporting relationship

Reports to Chairperson/President and board of directors of Pine Lake Fund.

The above is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not construed as an exhaustive statement of all supplemental duties, responsibilities or non-essential requirements. Functions may be changed or expanded at the discretion of management.

To Apply

For immediate consideration please send cover letter, resume, three letters of recommendation, writing sample and salary requirements to: Executive Director Search, PO Box 232, Plainwell, MI 49080, fax (269)664-5850, or email:

milller-kramerp@michigan.gov

Application packets accepted through February 28th

Equal Opportunity Employer