

Executive Director: Job Description

Overall Function: The Executive Director is the key management leader of Gracious Grounds and is responsible for overseeing the administration and programs of the organization as well as major transformational projects, including the upcoming construction of a 75-unit apartment building. This position oversees a staff of approximately ten individuals, an operating budget of \$750,000, and the housing of approximately 50 individuals with intellectual disabilities at three separate properties. Other key duties include fundraising, marketing, and community outreach. This full-time position is located in Grand Haven, MI.

Responsible for leading Gracious Grounds in a manner that fulfills and furthers the mission of the organization as defined by the Board of Directors.

- **Board Governance:**
 - Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- **Organization and Program Leadership:**
 - Oversee all programs, services, and activities to meet strategic objectives.
 - Develop and maintain relationships with key constituents, including donors, residents, and families, as well as our community at large.
 - Review and oversee general operations of the organization, including the annual budget, and take appropriate measures to meet objectives.
 - Establish and maintain an effective system of communications throughout the organization.
- **Fund Development:**
 - Pursue general fundraising opportunities, including grants, sponsorships, donations, and fundraising events, including the Gracious Grounds Gala each spring.
- **Staff Supervisory Responsibilities:**
 - Manage the organization's team, consisting of the Operations Director, Resident Support Coordinator, Resident Assistants, and other positions as needed.
 - Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
 - Responsibilities include assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

Preferred Qualifications: Executive Director

1. **Leadership Experience:** Minimum of 5-7 years of experience in a senior leadership role, preferably within the non-profit sector, with a strong track record of strategic leadership, team building, and organizational development.

2. **Non-Profit Management:** Proven experience in managing non-profit organizations, including financial oversight, program development, and compliance with non-profit regulations.
3. **Housing Sector Expertise:** In-depth knowledge of fair housing laws and best practices for delivering housing services.
4. **Fundraising and Development:** Demonstrated success in fundraising, including securing grants, cultivating donor relationships, and building sustainable funding streams.
5. **Financial Acumen:** Strong financial management skills, including experience in budgeting, financial reporting, and resource allocation for non-profit organizations.
6. **Advocacy and Public Relations:** Experience in advocating for policy change at local, state, or federal levels and building partnerships with government agencies, donors, and community organizations.
7. **Board Governance:** Experience working with a Board of Directors, including supporting board development, governance best practices, and fostering strong communication.
8. **Communication and Interpersonal Skills:** Excellent written and verbal communication skills with the ability to inspire staff, donors, and the community; strong relationship-building and collaboration abilities.
9. **Education:** A degree in a related field, such as Nonprofit Management, Public Administration, Social Work, or Business Administration, is preferred.
10. **Problem Solving and Innovation:** Creative problem-solving abilities with an entrepreneurial mindset and a capacity for innovation in addressing complex issues.
11. **Commitment to Mission:** Passion for the organization's mission and a demonstrated commitment to supporting vulnerable populations.
12. **Prioritize a Positive Work Environment:** We prioritize a positive work environment, creativity, and a sense of humor—because we believe great work happens when we're having fun!

Additional details:

- Gracious Grounds is located in Grand Haven, Michigan. While most of this role's activities will occur onsite, there is flexibility to work from home as needed.
- This position will be part of a rotation to be on-call for emergencies on nights and weekends, working with the Operations Director and Resident Assistants to maintain coverage.

Application Instructions: Interested applicants should send their resume and three professional references to katie@nonprofitnav.com. Resumes will be reviewed as received.