



Executive Director – Interim

POSITION ANNOUNCED: A local non-profit human services agency is seeking a highly qualified applicant to serve as the Interim Executive Director, reporting to the governing board of directors.

- Advise the Board of Directors regarding all financial, programmatic, and management challenges; develop and maintain solid financial operations; work with the board finance committee and staff in budgeting; responsible for day to day agency operations and supervision of staff; maintain effective working relationships with the Board and standing committees through timely communications;
- Ensure compliance with the agency's policies and procedures as well as federal and state regulations and directives from funding sources; assist in development of agency's strategic objectives and goals;
- Increase the agency's reputation and visibility in the communities it serves; develop and implement fundraising strategy; serve as spokesperson and be a visible leader of the agency by promoting and communicating the agency's mission and goals.

Knowledge in the following areas are required; human services, community action, finance and personnel, oral and written communications, and planning and evaluation. A master's degree in an applicable field in Business, Financial Management or Public Administration is required. A bachelor's degree with extensive work experience is acceptable: 10+ years of experience in a leadership capacity preferably in a nonprofit, business entity or community action agency with financial and programmatic responsibilities.

To be considered the applicant must complete and submit the following items immediately and not later than **Friday May 12, 2017**. **Previous applicants need only submit a letter of continued interest.**

1. A resume summarizing your professional and educational background.
2. Salary history and salary expectations.
3. A list of references. Identify not more than (3) three former managers/references who are prepared to serve as professional or personal reference on your behalf. For each reference, provide the person's name, title, address telephone and email address. Briefly describe the context in which you know the person.

NOTE: We will only make contact with your current employer if you are chosen as the final candidate. All other references will be contacted as our discretion. This position is open until filled.

Apply by email to Kiesha@Mocapi.org or by mail to:

Executive Director Search Committee
Muskegon Oceana Community Action Partnership
1170 W. Southern Avenue
Muskegon, MI 49441