

Executive Director – Advancing Macomb

Mount Clemens, MI

[Advancing Macomb](#) provides the leadership and resources needed to solve community challenges in Macomb County, Michigan. By mobilizing our collective assets, we act as a conduit between opportunity and need.

Position Description: Responsible for leading all aspects of the organization, including program oversight, financial and general administration, strategic planning and execution, marketing and public relations. The executive director is accountable to the board of directors.

Position requires a dynamic individual with passionate enthusiasm who can work with and effectively motivate people at all levels in a complex environment.

Position Responsibilities

Administration

- Leads the day-to-day operations of the organization
- Prepares and oversees the annual budget
- Secures resources necessary to ensure the financial health and growth of the organization
- Reviews financial expenditures on a monthly basis with board treasurer
- Works with board president to prepare for board meetings and reports on the organization's results for board of directors
- Attends all board and board committee meetings
- Works with the board to implement the organization's strategic plan
- Conducts annual performance reviews for staff
- Maintains all other necessary office and compliance functions.
- Oversees activities of vendor partners and outside contractors

Community Relations

- Establishes relationships with existing Macomb County nonprofit organizations, elected officials, business leaders and community partners.
- Represents and promotes the goals for Advancing Macomb to the business community, philanthropies, city and county officials and general public
- Oversees all marketing and public relations initiatives, including social media.

Requirements

- Bachelor's degree required
- At least five years of nonprofit leadership experience
- Community development experience preferred
- Experience with organizing and marketing community events
- Working knowledge of Quickbooks, Microsoft 365 and CRM

Submit cover letter and resume to: info@advancingmacomb.com