



Position Summary

<b>Title</b>	Executive Director
<b>Location</b>	Holland, MI (hybrid; in-office and remote)
<b>Reports to</b>	Board of Directors
<b>Salary &amp; Benefits</b>	<p>This is a salaried, exempt position.</p> <p>The salary range for this position is \$71,000—110,000 + bonus eligibility (Hiring range: \$71,000—90,000)</p> <p>The benefits package includes a generous PTO, holiday, and office closure program that prioritizes healthy work/life balance, as well as 100% of individual health insurance benefits for employee and limited family coverage.</p>
<b>Travel</b>	Occasional travel for meetings and programming primarily to Lansing, Michigan with limited statewide or out of state travel obligations for industry conferences.
<b>Posting/Close Date</b>	Open until June 5, 2023
<b>Anticipated Start Date</b>	On or before July 30, 2023

Mediation Services (*mediationservices.works*) promotes peace by providing dispute resolution services in Allegan, Ottawa and Barry Counties for the past 30 years. The organization is one of 16 community dispute resolution centers in Michigan governed by the Michigan Supreme Court Administrative Office (“SCAO”) and partially funded to provide families, children, schools, businesses and other organizations with mediation and restorative justice programs and services.

The Executive Director leads the work of the organization to achieve its mission. The Executive Director reports to the organization’s Board of Directors and is accountable for operational effectiveness, program excellence, budget development, financial health and stability, board governance, funds development, community relations, and the overall success of the organization. The Executive Director represents Mediation Services in the community and with community leaders and partners, courts, schools, community organizations, donors, volunteers, and the media.

## **KEY RESPONSIBILITIES**

### **Strategy and Management**

- *Lead the planning and execution of the organization's strategy, ensuring annual organizational goals are achieved; modify the organization's strategic plan in collaboration with the board*
- *Oversee all operations*
- *Follow all applicable legal and regulatory guidelines to assure the organization's ethics and compliance*
- *Develop and implement consistent policies, practices, and programs that are mission-driven and that continue to build the foundation for the organization's culture of excellence*
- *Attract, develop and retain top staff and volunteer talent to achieve organizational results*
- *Direct the work of staff members and volunteers, providing transparent feedback and professional development to motivate and empower them*
- *Maintain an effective data collection/retrieval system and an appropriate technology infrastructure to optimize operational effectiveness, reporting and planning.*

### **Fiscal Success**

- *Establish and monitor sound financial policies and annual and long-term strategies approved by the board are developed and managed to drive organizational and program success*
- *Prepare an annual budget for board review and approval*
- *Ensure financial objectives and budget limits are consistently met*
- *Oversee all financial matters including but not limited to monthly financial statements, annual review and audit, tax filings, and all necessary record-keeping activities*
- *Evaluate, create, and implement sources of revenue annually for sustainability and growth*

### **Board Relations**

- *Direct the implementation of strategies and actions of the board-approved strategic plan including annual goals and objectives; prepare interim and annual reports*
- *Provide effective communication to and between the board and various committees by attending board and standing committee meetings, assisting with operational planning, and coordinating communication among the committees*
- *Ensure the board is fully informed of the operational, legal, and financial conditions of the organization and all the important factors influencing them*
- *Work with the board and its committees to ensure sustainable board composition, continuity, terms of service, committee structure, board development and succession planning*
- *Work with the board to find, recruit new members; direct the orientation of new board members*

### **Funds Development and Community Relations**

- *Advance the mission and vision of the organization and serve as the organization's spokesperson and ambassador to the public, stakeholders, community partners, the board and staff and volunteers*
- *Increase awareness and impact of the organization by clearly articulating its mission, vision, programs, and strategic direction through speaking and advocacy*
- *Lead fund development plan and fundraising efforts and ensure management of positive relationships with current and prospective donors and funders*
- *Oversee donor requests, grant writing for individual, corporate, and foundation support, and identifying new diverse funding opportunities and revenue streams*
- *Manage strategies to approach and nurture current relationships with funders and partners and ensure that the organization's success is communicated effectively*
- *Achieve strategic and annual fundraising goals*

## **QUALIFICATIONS AND LEADERSHIP CHARACTERISTICS**

### ***Education and Professional Experience***

- *Bachelor's Degree and advanced training in nonprofit management, public administration, court management or a related field*
- *5 years or more leadership experience in a non-profit environment*
- *Operations experience in strategic planning; program development and implementation, fundraising and effective financial management and reporting internally*
- *Demonstrated management skills that focus on delegation, accountability, problem solving and effectiveness*
- *Experience in developing and improving donor relationships to increase donations*
- *Experience with working with courts and legal systems*
- *Demonstrated commitment to alternative dispute resolution methods including mediation and restorative justice*

*As Mediation Services further engages its staff, board, mediators, and community partners in its search process, additional responsibilities and characteristics may be added to reflect their needs and desires.*

### **Equal Employment Opportunity**

*Mediation Services strives to offer open and accepting community programming. Our board of directors and staff are committed to building a diverse and inclusive team working on behalf of those we serve. We are an equal opportunity employer.*

**For more information and to apply, please visit:**

**<https://survey.alchemer.com/s3/7333097/2023-Mediation-Services-ED-Application>**