

Steepletown Neighborhood Services

Position Description: Executive Director

Position Overview: The Executive Director plays a crucial leadership role, responsible for both the strategic direction and daily operations of Steepletown Neighborhood Services. As a key figure directly accountable to the Board of Directors, the Executive Director is instrumental in shaping the organization's mission, strategic direction, and culture; ensuring financial sustainability; and nurturing valuable community relationships and partnerships. This role demands a dynamic leader dedicated to honoring Steepletown's long history of service, advancing the reach of the organization, and securing diverse and reliable funding streams to support the work.

Principal Duties and Responsibilities:

Financial Management and Fund Development

- Partner closely with the Board Finance Committee to ensure continuous fiscal soundness, long-term financial viability, and the organization's annual budget management.
- Maintain awareness and exercise sound judgment to ensure financial controls are in place to track and manage grant allocations and funding sources.
- Drive fundraising efforts through an annual development plan, including grant research, writing, management, donor cultivation, individual requests for donations, and donor recognition.
- Maintain knowledge of trends related to public and private funding opportunities that align with the mission and strategic vision for Steepletown.

Board Relationships and Team Leadership

- Serve as an active collaborator with the Board, and Board Committees by developing, maintaining, and supporting a strong Board of Directors, including Board Development activities; and seeking and building Board involvement related to strategic direction.
- Lead the effective functioning and decision-making of leadership staff and the Steepletown team.
- Oversee, manage, and lead human resources activities for a staff of 25 and mentor/supervise 1 - 2 direct reports.
- Develop and manage a formal performance management process, provide coaching and development opportunities, and facilitate an equitable selection and hiring process.

Community Ambassador and Operational Management

- Oversee the image, brand, marketing, and public outreach for Steepletown.
- Deepen and refine all aspects of communication – from web presence to external relations with the goal of creating a stronger brand.
- Serve as a liaison between Steepletown and partnering community organizations such as civic leaders, workforce development, educational institutions, businesses, media outlets, and national, state, and local funding partners.

- Ensure that staff have the necessary resources and can utilize community partnerships to provide high-quality programming.
- Develop and monitor internal systems, procedures, and policies that allow for efficiency and accountability in operations.
- Oversee the program evaluation process of all programs and services for the purpose of quality assurance, program development, and demonstrating that the needs of the community are being addressed.

Strategic and Visionary Leadership

- In conjunction with the Board, facilitate cyclical strategic planning efforts.
- Oversee the implementation of Steepletown’s strategic plan, drafting quarterly and annual reports on Steepletown’s progress toward strategic plan objectives.
- An innovative leader who can increase participant opportunities through program assessment, growth, and diversification.
- An inspirational leader who motivates staff with passion, transparency, and knowledge of how strategic objectives impact Steepletown’s mission and the broader Grand Rapids community.
- A visionary leader who instills in staff a commitment to embrace organizational culture change.
- Attract staff and help recruit Board members and other community volunteers to support a diverse, equitable, and inclusive organization.

Desired Qualifications:

- 5+ years of nonprofit management experience
- Bachelor’s degree or higher
- Proficiency in Spanish is preferable but not required

Desired Experience and Qualities

- Motivated to act with empathy, compassion, integrity, transparency, professionalism, and confidentiality.
- Fundraising experience, including grant writing and a demonstrated understanding of the local philanthropic landscape and familiarity with state and local funding streams, particularly related to workforce development and education.
- Demonstrated experience in metrics and evaluation, reporting, and budget oversight.
- Excellent written and verbal communication skills with the ability to present to large and small groups, including staff, community partners, and donor groups.
- Strong organizational skills, including planning, delegating, program development, and task facilitation.
- Experience working with a Board of Directors.
- High-level strategic thinking and planning. Ability to envision and convey the organization’s strategic vision to the staff, Board, volunteers, and donors.
- Demonstrated experience supervising staff and leading teams.
- Ability to identify organizational gaps, themes, and needs and to create solutions.
- Overall management experience, including strong marketing, communication, and public relations skills.

Salary, Benefits, and Location

- The annual salary range for this position is up to \$80,000.
- This is an in-person position in the city of Grand Rapids, with flexibility for remote work at times.

Physical Requirements:

Physical requirements are those present in normal office environment conditions. Operational flexibility is required to meet sudden and unpredictable needs. Ability to use a personal computer, applicable software, and office equipment for sustained periods of time. This may include sitting for long periods, driving a vehicle, and working under challenging conditions.

At Steepletown, we value a diverse, inclusive workforce and we provide equal employment opportunities for all applicants and employees. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state, or local laws. Women, people of color, members of the LGBTQ+ community, people from working-class backgrounds, and people with lived experiences related to Steepletown's work are strongly encouraged to apply.

To apply, email your resume and cover letter to Angie Hanks at anghan3@aol.com. Applications will be accepted until Friday, May 3rd at 5:00pm.