



Executive Director Job Description

The Executive Director is the Chief Executive Officer of The Women's Center of Greater Lansing and is responsible, with the Board of Directors, for the organization's consistent achievement of its mission and financial objectives.

As its leader, the Executive Director will:

- maintain and promote, both internally and as its public face, a strong commitment to the mission of The Women's Center and to the feminist/social justice principles on which it was founded, as well as to self-determination theory upon which its programs are built.
- provide direction and leadership toward the achievement of The Women's Center of Greater Lansing philosophy, mission, strategy, annual goals and objectives.
- facilitate The Women's Center's positive relationships across business, non-profit, governmental, university, and philanthropic sectors. Represent The Center, its programs and philosophy, throughout the community, in collaboratives, and other initiatives.
- demonstrate content expertise related to developments and trends in the fields of nonprofit management and of The Center's service delivery fields.
- support staff, professional volunteers, and interns to develop, oversee, and evaluate all programs and services in order to ensure programmatic excellence and relevance.
- collaborate with a dynamic and diverse Board of Directors and its committees.

To ensure The Women's Center's financial health, the Executive Director will:

- provide leadership with the Board and related committees to develop a long-term funding strategy and grow revenue from contributed income with a particular focus on monthly donor gifts. Cultivate and steward donors, professional volunteers, and other key stakeholders. Represent The Women's Center in grant funding relationships; work with Center staff on funding proposals and reports.
- ensure strategic use of revenue and resources; work with staff, Finance Committee, and the Board in preparing the annual operating budget.
- engage with accounting staff to ensure sound financial practices; maintain official records and documents; and ensure compliance with federal, state, and local regulations, as well as those required by funding sources.
- prior experience with grant writing to ensure funding from a variety of revenue streams



In staffing, the Executive Director will:

- be responsible for the recruitment, retention, and release of all personnel.
- maintain a climate that attracts, keeps, and motivates a diverse staff of top quality professionals. Promote and model open and effective communication consistent with a collaborative/shared leadership organizational model.
- ensure that sound human resource practices are in place.
- ensure a staffing plan focused on sustainable professional excellence, including plans for succession of key staff and volunteers.

Experience and qualifications:

- Prior experience in mental health, human services, social work or a combination thereof is strongly preferred.
- Three to five years of leadership experience in a relevant arena and demonstration of strong collaborative organizational/leadership skills.
- Track record of successful fundraising experience.
- Excellent oral and written communication skills, including public speaking, are essential.

Please send your resume and cover letter to the Search Committee at board@womenscenterofgreaterlansing.org