

**Posting Date:** 11/30/20

**Organization:** Rebuilding Together Southeast Michigan

**City Position is Located:** Farmington Hills, MI

**Position Description (include how to apply):**

The Executive Director (ED) will have the authority to make day to day decisions for the organization, would participate in meetings of the Board of Directors, and Executive Committee. The ED will be the primary liaison to the public and working with the President shall have significant management and oversight responsibility in all aspects of the program with a focus on fundraising. All paid and unpaid staff will report to the ED. The ED reports to the Board of Directors.

**The Executive Director:**

The areas detailed below represents the guidelines for the key areas the ED is responsible for in helping the organization accomplish its vision, mission and strategic plans. The actual time and percentages may vary depending upon the needs of RTSEMI at any given time.

**Fundraising – 50% time**

Takes the lead on all fundraising efforts with support of the staff and Board

**Community Relations - 20% time**

Build community relations to help accomplish the Mission, Vision and strategic plans of RTSEMI.

**Management/Supervision – 10% time**

Manage the organization in cooperation with the President and Board to accomplish the Mission and Vision of RTSEMI.

**Operations – 10% time**

Work with the Program Manager and staff to facilitate program activities.

**Administration – 5 % time**

Work with the organization to assure administrative activities are completed.

**Finance – 5% time**

Work with the President, Treasurer and Financial Secretary to assure the organizations finances.

**Qualified Candidates will have:**

- Bachelor's degree
- Previous relevant management experience in areas such as non-profit program development, fundraising, strategic planning, community engagement and operations.

**To Apply:**

Please send a resume & cover letter by email to [director@rtsemi.org](mailto:director@rtsemi.org) by December 31, 2020

**Compensation:**

**Salary based on experience and qualifications. \$50,000 – 60,000**