



Lakes Area Community Coalition

Position Description

POSITION: Program Director

Reporting to the Board, the Program Director will provide strategic leadership, creativity, management, and direction for the Lakes Area Community Coalition, and pursue a clear and impactful vision for the organization. Our ideal candidate is a self-starter and leader who brings energy, vision, and drive to the mission of the coalition.

Requirements:

- Minimum of bachelor's degree and two years related fundraising or nonprofit management experience.
- Full Time Salary Employee Position excludes benefits
- Travel and Extended schedule as required.
- Experience in a non-profit, preferably in an organization that focuses on youth and/or substance abuse.
- Ability to pass a criminal background check
- Maintain reliable transportation, a valid driver's license, and valid insurance.
- Living, working, or having a significant affiliation with Wixom, Walled Lake, Commerce or Wolverine Lake.

Skills & Qualifications for Position

- Excellent planning, time management, and decision-making skills, with the ability to work on multiple projects simultaneously.
- Willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Ability to provide strong leadership, vision, and strategic direction. Experience developing and implementing strategic plans is desired.
- Commitment to making a positive measurable impact for the youth of the Lakes Area Communities
- Confidence to question current practices and develop continuous improvement ideas
- Demonstrated excellence in written and oral communications skills with the ability to make persuasive presentations.
- Experience and talent with public speaking and public relations
- A High degree of effectiveness working with professionals and community leaders.
- Demonstrated ability to relate to youth and parents in the community, colleagues, and our valued sector representatives.
- Proven ability to resolve complex interpersonal and inter-organizational challenges.
- Knowledge of fundraising strategies, donor relations, grant writing, and developing other resources necessary to support the agency mission.
- Ability to write routine reports and correspondence as well as for press purposes, grants, solicitation letters, and campaign copy.

Duties & Responsibilities:

- Works with board to fulfill the organization mission. Responsible for leading and driving the coalition to achieving the goals and objectives set-forth in the strategic action plan.
- Develops resources sufficient to ensure the financial health of the organization including fundraising, writing grants, and designing and managing funding campaigns
- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of coalition's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that LACC can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of coalitions image by being active and visible in the community and by working closely with other professional, civic and private organizations.
 - Oversees the creation and execution of the marketing plan to ensure a consistent message and image is communicated to the public.
 - Serves as primary spokesperson to the organization's constituents, the media and the general public.
 - Establishes and maintains relationships with various organizations throughout the service region and utilize those relationships to strategically enhance coalition's mission.
- Promotes active, broad, and meaningful participation by volunteers in all areas of the organization's work.
- Ensures compliance with relevant statutes, standards, policies and procedures of all funding sources.
- Completes forms and paperwork as required for the program, licensing bodies and personnel in a timely manner.
- Develops and manages systems of data tracking to facilitate reporting requirements and internal process improvement.
- Maintains a robust working knowledge of significant developments and trends in the field of prevention.
- Attend Board of Directors' meetings to submit the annual budget, financial reports on the revenues and expenditure of the organization, programs and projects.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.