



JOB OPENING AT 826MICHIGAN

Position: Executive Director

Full Time, Exempt

Location: Detroit, Ann Arbor, and Ypsilanti, Michigan

Target Start Date: February 2022

About the Organization

826michigan is part of 826 National, an award-winning national network of youth writing centers, founded by author Dave Eggers (*A Heartbreaking Work of Staggering Genius, McSweeney's*). In addition to being a leading member of the 826 National network, 826michigan is also a vital part of the local community. We are a youth writing and publishing nonprofit organization serving thousands of school-aged students across Detroit, Ann Arbor and Ypsilanti. We imagine a future where all students readily access their creative voices and confidently stand in the power of their stories. Because of this vision, we are on a daily mission to inspire students to write confidently and skillfully with the help of adult volunteers in their communities.

The Ann Arbor Book Festival honored 826michigan as a “Leader in the Literary Arts” in 2012; *Crain's Detroit Business* named 826michigan one of its Best-Managed Nonprofits in 2013; and 826 National was named in *GOOD Magazine's* “30 Places We Want to Work.”

826michigan programs are completely free and open to the public, in keeping with our conviction that educational enrichment opportunities are vital for all. For more information about our programs, please visit www.826michigan.org.

The Opportunity

As the local chapter of 826 National, the largest network of youth writing centers in the country, 826michigan provides critical writing instruction and supports students as they understand the power of their voices on and off the page. Reporting to the Board of Directors, the Executive Director has overall responsibility for 826michigan's operations and strategic plan. The successful candidate will combine a proven track record in nonprofit leadership with a passion for 826michigan's mission to improve the organization's impact across Southeast Michigan.

After expansion to Detroit and extending program access during the height of the pandemic, 826michigan is in a strong and steady position with a talented staff, a robust volunteer corps, an engaged board, and well-established funding and community relationships.

Culture

826michigan actively practices a culture code of collaboration, human-centered learning, transparency and creative thinking. Our work is grounded in goals set by our strategic plan and the voices of our students. We take both pride and joy in our work and operate with a high degree of professionalism. Staff members work both independently and as part of a team. Our model is inherently community-based and responds to the history, dynamics, and culture of the cities we serve.

Commitment to Inclusion

As an organization committed to encouraging youth in their creative expression, personal growth, and academic success, 826michigan recognizes the importance of diversity at all levels and in all aspects of our work. In order for us to serve students in a manner that is respectful, culturally sensitive, and effective, we must collectively and intentionally invest in building a diverse and inclusive organization where all are safe and welcomed. 826michigan prohibits discrimination or harassment on the basis of race, religion, ethnicity, age, gender identity, sexual orientation, socio-economic status, nationality, marital status, English fluency, parental status, citizenship, military service, or disability of any person employed by or seeking employment with 826michigan. 826michigan is an equal opportunity employer.

Core Accountabilities

The Executive Director provides oversight and direction for all aspects of 826michigan operations.

Contribution Zone	Objectives	Key Competencies
<i>Leadership, Strategy & HR Oversight</i> (35%)	Translate the organizational mission, vision, and values into operational excellence and accountability. Liaise with the Board of directors to maintain alignment with org needs Develop and maintain a highly effective team	<ul style="list-style-type: none"> ● Execution ● Systems Thinking ● Developing Others ● Engaging Others
<i>Fundraising & Communications</i> (35%)	Ensure that the organization achieves all fundraising goals to enable operations.	<ul style="list-style-type: none"> ● Persuasive Communication ● Cultural Competence ● Community Consciousness ● Brand Strategist
<i>Financial Management</i> (15%)	Manage and monitor finances against annual budget when making decisions and prioritizing sequence relative to programming, events, staffing, and operations.	<ul style="list-style-type: none"> ● Direction Setting ● Systems Thinking ● Adaptability
<i>Program Development & Evaluation</i> (10%)	Lead program and volunteer staff to identify, develop, and operate high-quality programs	<ul style="list-style-type: none"> ● Champion for Impact ● Continuous Improvement
<i>Operations & Facilities</i>	Provide for the highest level	<ul style="list-style-type: none"> ● Management

Management (5%)	of oversight of staff and management of rental contracts/partner agreements for all 826michigan facilities and sites including retail, and key organizational partners/agencies	
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Job Responsibilities

Leadership and Strategy

- Collaborate with the 826michigan board of directors to develop and implement a strategic plan for the organization and lead a forward-thinking approach to its staff, leadership, and the entire organization.
- Report to the 826michigan board of directors on programming, fundraising, finances, events, publications, personnel, strategic planning, and other matters.
- Work with 826 National to coordinate the work of 826michigan with the other 826 chapters; represent 826michigan at 826 National meetings, executive director meetings, staff conferences, and other convenings.
- Expand the impact and value of 826michigan resources for the benefit of school-aged students in Detroit, Ypsilanti, and Ann Arbor.

Fundraising and Communications

- Partner with Development Director to create and implement 826michigan fundraising strategy, including grant applications, corporate and private philanthropy, individual donations, and special events.
- Successfully and directly ask individual and other funders for financial gifts. Cultivate and support donors through every stage of a gift; deliver authentic gratitude, timely information, and individualized attention to donors in our community of supporters.
- Plan and implement a series of public events designed to support the overall mission, engage key constituents, and raise funds and other support.
- Articulate 826michigan’s mission to students, families, funders, volunteers, the educational community, and the media.
- Guide all external relations and collaborations, including website, annual fundraising appeals, and public relations; serve as spokesperson for media appearances and other public speaking opportunities; handle crisis communications.
- Develop and maintain relationships with education and community leaders that will facilitate programming growth.

Financial Management

- Ensure prudent fiscal management of 826michigan, including establishment of salaries, management of expenses, strategic financial planning, and preparation of monthly financial reports and annual budgets.
- Manage all legal and operational issues, including contracts, employment matters, leases and building management, publication and other agreements, and oversight of retail operations.

Program Development and Evaluation

- Ensure that 826michigan achieves its educational mission as laid out by both the chapter standards developed by 826 National and objectives determined by our local board of directors and leadership.
- Partner with Education/Program Director to oversee all programming.
- Ensure that impact data is communicated to 826 National and shared with community stakeholders.

Operations and Facilities Management

- Serve as chief organizational signatory.
- Manage all legal and operational issues, including contracts, employment matters, technology, leases and building management, publication and other agreements, and oversight of retail operations.
- Ensure the safety and emergency preparedness of all 826michigan staff, students, and volunteers.
- Ensure financial soundness of the retail operation.
- Ensure that the physical spaces are an accurate and positive public face for the organization.
- Execute on capital improvement plans as outlined in the strategic plan.

Required Qualifications

- Passion for the mission, vision, and values of 826michigan.
- Charismatic, inspirational leader, and collaborator, who has led healthy, dynamic organizations through growth stages.
- Demonstrated skill working across disciplines—fundraising, management, communications, operations, etc.—to advance a big-picture vision.
- Strong and diverse network of connections throughout Southeastern Michigan.
- Proven success in fundraising from grassroots individual giving to large-scale institutional funding.
- Significant leadership experience in the worlds of education, youth development, business and/or the arts.
- The ability to travel between 826michigan’s locations in downtown Ann Arbor and Detroit’s Eastern Market neighborhoods as well as program sites in Ypsilanti, Ann Arbor, and Detroit.
- Impeccable written and oral communication skills, including experience communicating with a variety of audiences.
- Ability to foster and continue a spirit of trust and respect among 826michigan staff and volunteers.
- Enthusiasm for working as part of a team, including a willingness to pitch in at all levels when necessary.
- Passion for writing and an ability to share that with students.

Preferred Qualifications

- At least five years of experience in nonprofit executive leadership, preferably managing a large staff over multiple locations and serving as an organization’s public face.
- Knowledge of and passion for the Southeast Michigan community, including knowledge of the education environment and the world of philanthropy.
- A track record of leading organization-wide efforts around diversity, equity, and inclusion (DEI) and a deep understanding of the importance of these efforts.

- Experience working with and managing volunteers

Compensation & Benefits

826michigan offers a competitive salary commensurate with experience. Benefits include health care, paid time off and professional development opportunities.

HOW TO APPLY:

Please visit [The Non-Profit Personnel Network website](#)

Or copy this link into your browser:

<https://nppn.zohorecruit.com/recruit/PortalDetail.na?iframe=true&digest=lwsSqUh4rYrdxnav9W.3o3GAUnkE7bVo.a85bxdBEmQ-&jobid=357383000004617007&widgetid=35738300000072311&embedsource=CareerSite>