

**MICHIGAN NONPROFIT ASSOCIATION/
MICHIGAN CAMPUS COMPACT
Position Description**

Title: Executive Director, Michigan Campus Compact
Supervisor: President & CEO, MNA

Purpose: The Executive Director is responsible for the leadership of Michigan Campus Compact (MCC), an affiliate of the Michigan Nonprofit Association (MNA). MCC promotes the education and commitment of Michigan college students to be civically engaged citizens, through creating and expanding academic, co-curricular and campus-wide opportunities for community service, service-learning and civic engagement at member institutions. The Executive Director serves as a member of the senior management team of MNA.

Position Responsibilities:

- Provide leadership, education, recognition, and support to the member institutions of MCC to increase civic education for students.
- Develop and implement MCC programs and services.
- Provide general oversight and leadership to MCC Advisory Councils.
- Oversee the administration of grant programs and direct fund development initiatives.
- Provide leadership on a statewide level for community service, service learning, and other civic engagement activities on member campuses.
- Serve as liaison and representative for MCC at state and national levels.
- Develop and maintain effective collaborative relationships with key state and national organizations.
- Promote public policy initiatives that support the concept of public service and enhance public awareness of student community service efforts.
- Administer a membership recruitment and retention plan.
- Develop and manage the program's annual budget; supervise and support MCC staff.
- Coordinate the development and dissemination of promotional materials, press releases, and member mailings.
- Supervise and assist in the planning, implementation, and evaluation of conferences, training programs, meetings, and recognition events.
- Perform other duties as assigned.

Preferred Qualifications:

- Master's degree in educational administration, public administration, organizational development, or related discipline.
- A minimum of five years of senior-level experience in program management and/or program development in a college or university setting, or in a nonprofit organization working with or on behalf of a college or university.
- Comprehensive knowledge of the principles and practices of service learning and civic engagement.

- Experience in working and interacting with college or university administrators, faculty, and students.
- Experience in developing and maintaining productive working relationships with board members, coworkers, and external stakeholders.
- Exceptional verbal and written communication skills.
- Excellent facilitation and mediation skills.
- Proficiency in developing and delivering educational presentations.
- Ability to work as a leader and as part of a team.

Please forward resume, cover letter, and inquiries by September 15, 2009 to:
mna-mc@dhrinternational.com.