



League of Women Voters of Michigan/Education Fund

The Executive Director works closely with LWVMI President (reports to the President) and members of the LWVMI/EF Board to carry out the mission and goals of the League. The Executive Director is responsible for the administration and management of the LWV of Michigan/Education Fund, including organizational operations, fundraising, membership, programming and advocacy as described.

Key Areas of Responsibility

- Manage a small and effective office in Lansing including supervising volunteers and hiring staff as warranted.
- Oversee fiscal record-keeping and reporting, including preparation of monthly and year end reports and budgets.
- Participate in LWVMI board, budget, development meetings and state League functions; attend the national meetings of the LWVUS .
- Facilitate fundraising with the Board and the Development Committee.
- Work with board committees to plan, execute, and evaluate LWVMI events, grant activities, the strategic plan, workshops and the bi-annual convention.
- Facilitate the advancement of legislative priorities and execute advocacy activities adopted by the board.
- Effectively convey LWV mission, vision and goals to volunteers, donors, (potential) staff and constituencies through regular and strategic use of print, electronic and social media.

Minimum Requirements

- Organizational and managerial expertise
- Strong written and verbal communication skills
- Bachelor's degree with five or more years of nonprofit management experience
- Transparent and high integrity leadership
- Proficiency with MS Office, QuickBooks, Access skills, Excel, Publisher and other word processing and data entry programs

The League of Women Voters of Michigan is an Equal Opportunity Employer.

30 hours/per week

Please submit resumes to: LWVMI.EF.ExecDir@gmail.com