

Job Title: Executive Director, Southeast Michigan Site

Organization: Children's Healing Center

Reports to: Chief Executive Officer

Location: Ypsilanti Township, Michigan

Details: Full time, salaried. Paid time off, paid holidays, Simple IRA match. Compensation based on experience and qualifications.

Children's Healing Centers (CHC) are the nation's first recreational centers for kids with weak immune systems. With sites in Grand Rapids and Ypsilanti Township, Michigan, we provide social and emotional healing in a germ-free environment. The Centers are safe havens for kids ages 0 to 26, and their families, to step away from the stress of a complex medical diagnosis and have fun!

The Southeast Michigan Executive Director responsibilities include:

Drive Southeast Center operational success

- Oversee implementation of superior program services at Southeast Center. Monitor performance, identify areas of improvement, and implement necessary adjustments. Assist with evening and weekend programs as needed.
- Maintain member focus at the core of all operations and ensure continued member growth.
- Ensure the Southeast Center follows all laws and guidelines governing the organization including statewide policies and procedures.
- Oversee daily building operations, systems and maintenance to provide a safe, clean environment.
- Manage Southeast Center's budget, ensuring responsible use of resources and compliance with financial policies and procedures.
- Contribute to development and implementation of organization's strategic plan. Provide updates on regional activities, progress toward goals and key performance indicators.
- Identify Southeast community trends and opportunities for growth.

Encourage and empower team

- Lead, develop, nurture and retain Southeast Center staff.
- Recruit, hire and onboard new staff members as needed.
- Remove obstacles and barriers.

Collaborate and build relationships

- Develop and maintain strong relationships with community stakeholders, medical partners, community organizations and funders. Represent the organization at community events and build strategic partnerships to expand reach and impact.
- Collaborate with development team to develop and implement fundraising strategies. Identify, cultivate and solicit donors to achieve fundraising goals. Participate in fundraising events.
- Lead Southeast Center Site Board. Hold quarterly meetings to engage a group of 10-12 community volunteers to help the Center achieve strategic goals. Cultivate new board members as needed to help grow Center members, recruit volunteers and introduce prospective funders.

Qualifications:

- Bachelor's Degree in related field.
- Minimum of 5 years of experience in management, with demonstrated success in program management, staff supervision and relationship building.
- Experience working with children and families.
- Ability to implement strategic plans and achieve measurable results.
- Comfortable with Office 365 and computer software (i.e. CRM, Word, Excel).
- Physical demands include to stoop, kneel, climb/ position oneself at kids' level, move throughout Center to oversee programs and lift/ move 25-45 lbs.
- Ability to manage Center in emergency situation.
- Meet requirements for interacting with kids with weak immune systems, including annual flu vaccination.

Key Characteristics for CHC staff:

- Welcoming and engaging person, inclusive of everyone.
- Passionate and committed to serving immune compromised children and their families.
- Relational individual with ability to connect to both kids and adults and build trust.
- Willing to do whatever is needed to make the organization a success.
- Self-starter with the ability to generate and prioritize work for themselves and team members.
- Continual learner, comfortable executing projects outside of knowledge area.
- Willing to innovate, try and experiment.
- Can handle sensitive information with integrity and confidentiality.

Children's Healing Center is an equal opportunity employer.

Please send cover letter and resume to Amanda Barbour at jobs@childrenshealingcenter.org