



## **Executive Director Position Immediate Opening**

### **Organization Information**

Arts & Scraps reimagines 28 tons of recycled materials, inspiring 275,000 people of all ages annually to think, create and learn. Arts & Scraps creates learning experiences, not finished products.

With a STEM emphasis, educational programming for students and adults takes place at the [Arts & Scraps location](#), 16326 Harper, Detroit, and throughout Southeast Michigan [on location](#) using the 26' ScrapMobile bus. Arts & Scraps also houses a [community store](#) and a warehouse "factory" where volunteers assemble kits and prep materials for all programs. Focus is on children living in areas of low income.

Arts & Scraps was founded in 1989 and has served over 2,000,000 children in that time. Presently there are 15 staff members, the full time equivalent of 7 people. Current budget is \$400,000. It is governed by an active [Board of Directors](#) and has had only one Executive Director. It is entrepreneurial in nature, relying on earned income for 60% to 70% of its budget. It partners in the nonprofit and for profit arenas, constantly inventing new ways to serve children, families, schools and community organizations. [Additional organizational information.](#)

### **Job Summary**

The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

The Executive Director is the primary public representative of Arts & Scraps, and works as a partner with the Board to ensure that the organization fulfills its mission and creates strategies that secure its future success and viability.

The Executive Director is responsible for the implementation and management of:

1. Financial/Operational Management and Planning
2. Resource Development/Fund Raising/Grant Writing
3. Community Partnerships
4. Marketing and Public Relations

### **Education and Experience**

Bachelor's Degree and 2 years of management experience of 5 or more people (or)  
Associate's Degree and 5 years of management experience of 5 people or more.

### *Essential Duties and Responsibilities*

#### **In the areas of fundraising and community partnerships, the Executive Director will:**

- Build relationships with the nonprofit community in the areas of arts & culture, environment and education (early childhood through university, after school child care and adults).
- Build partnerships with businesses for volunteers, financial sponsorship and pro bono services.
- Research and write grants.
- Implement the individual giving initiative.

#### **In the areas of budget and finance, the Executive Director will:**

- Be responsible for developing and maintaining appropriate financial practices in accordance with state and federal guidelines.
- Work with the Finance Committee and the Board in preparing a budget; ensure that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with Chairperson of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

**In the areas of program development and management:**

- Assure that the organization has a long-range strategy that achieves its mission with consistent, timely and measurable progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
- Promote active participation by the Board and volunteers in all areas of the organization's work.
- Develop strategies and lead initiatives to grow fundraising and product sales.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

**In the area of communications:**

- Actively foster open management, ideas from staff and support internal communication
- See that the Board is kept fully informed on the overall condition of the organization and all important factors influencing it, such as finances, human resources, operations, and programs.
- Publicize the activities of the organization, its programs and goals and act as the primary spokesperson for Arts & Scraps.
- Establish proactive working relationships with volunteers, community groups and organizations and the media.

**In the area of human resource management:**

- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the mission and goals of the organization.
- Leading and managing a diverse group of employees with sensitivity, compassion and effectiveness.
- Create and implement mechanisms to build a cohesive team dedicated to achieving the organization's mission in a collaborative manner.

**Qualifications, Knowledge and Skills**

Affinity with the overall mission of Arts & Scraps is mandatory

Entrepreneurial, innovative Leader

Excellent writing and speaking skills

Collegial style of management

Committed to donor cultivation, development and stewardship

Strategic, creative thinker and collaborator internally and externally

Exceptional listener

**References**

Please provide 4 professional references from previous employers. These should include direct reports.

**Salary, benefits**

Salary will be competitive with other similar-sized nonprofits, with 2 weeks of paid vacation and 1 week of unpaid personal leave if desired. No health insurance is provided. A 403(b) plan may be set up, with Arts & Scraps matching 3% of annual salary.

To apply for this position, send resume and references to [jobs@ArtsAndScraps.org](mailto:jobs@ArtsAndScraps.org).

**Interview Process for Selected Candidates: all candidates will be kept informed of their status**

- Phone interview with a Board Member
- Group interviews with 2 Board Members and Associate Director August 24 – September 14
- References checked
- Finalists Receive required information to formulate presentation to board
- Volunteer at Arts & Scraps to see day-to-day activity
- Presentation to the full Board on October 5 to demonstrate knowledge of the organization, vision for the future, show a developed curriculum experience using Arts & Scraps materials
- Decision announced Oct 5.
- Current ED will overlap with new ED for one month and be available via email or phone after that period.