



Position Announcement: Executive Director Great Lakes Observing System

Released Monday, November 3, 2014 Open: Until Filled

The Great Lakes Observing System (GLOS) Board of Directors is searching for a strategically-minded, action-oriented individual to serve as the GLOS Executive Director, working out of our offices in Ann Arbor, MI.

The Executive Director is the key management leader of the Great Lakes Observing System, responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Chairman of the Board.

GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with board in order to fulfill the organization mission.
 - Responsible for leading GLOS in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- 2) Financial Performance and Viability: Effectively manages resources to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of GLOS, including developing and submitting to the Board a proposed annual budget and work plan, as well as quarterly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support GLOS' mission.

- 3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and outreach.
 - Responsible for implementation of GLOS programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that GLOS can successfully fulfill its mission into the future.
 - Responsible for the enhancement of GLOS image by being active and visible in the community and by working closely with other regional agencies and organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of GLOS operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing contracts, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- A master's degree
- Transparent and high integrity leadership
- Five or more years senior management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of GLOS strategic future to staff, board, members, partners and donors
- Knowledge of issues unique to nonprofit sector such as fundraising strategies and donor relations
- Skills to collaborate with and motivate board members, staff and members
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Job Duties:

1. Planning and operation of annual work plan and budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as GLOS primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the bi-national Great Lakes region and leverage those relationships to strategically enhance GLOS mission.
5. Report to and work closely with the chairman of the Board of Directors, to seek the Board's involvement in policy decisions, fundraising and to increase the overall visibility of GLOS throughout the bi-national Great Lakes region.
6. Supervise and collaborate with GLOS staff and contracted consultants.
7. Strategic planning and implementation.
8. Oversee Membership, Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.

Salary is commensurate with experience and other qualifications. Quality benefits package flexible.

Send cover letter, resume and references to: applications@glos.us