



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

Michigan Trails & Greenways Alliance (MTGA) is Michigan's statewide voice for non-motorized trail users, helping people build, connect and promote trails for a healthier and more prosperous Michigan. Our goal is to build an interconnected network of trails and greenways reaching to every region of the state. The non-motorized trails we work with include multi-use (biking/walking), mountain biking, hiking, winter non-motorized (cross-country skiing, snowshoeing, fatbiking), and water trails.

### **DESCRIPTION**

The Executive Director (ED) provides overall leadership for the Michigan Trails & Greenways Alliance organization and is responsible for consistent achievement of its mission and financial objectives. This includes leading the development of programs and projects to help improve and enhance non-motorized trails throughout Michigan and the management of MTGA's budget and fundraising. This position is an employee of the Michigan Fitness Foundation reporting to the MTGA Executive Committee of the Board of Directors.

**Salary commensurate with experience. Excellent benefits package available.**

Flexibility with location and schedule. Some of this role's time will support Lansing based meetings and outreach

### **ESSENTIAL FUNCTIONS**

#### **Statewide Leadership and Advocacy**

- Provide technical assistance and coordination on trail acquisition, development, and maintenance projects across Michigan
- Help support and convene local trail coalitions to advocate for the acquisition, development and maintenance of multi-use trails
- Convene and collaborate with statewide and local groups in the pursuit of solutions to trail system-wide challenges and opportunities
- Collaborate with other nonprofit organizations to further advance causes that support the progress of trail use and trail development in the state, such as non-motorized transportation, land use, health and fitness
- Represent the non-motorized trails community to federal, state, and local policymakers and personnel
- Educate elected officials, parks and transportation agency personnel, conservationists, recreationists, community leaders, the press, and the general public about the many advantages of trails for bicycling, walking and running, wheelchair use, nature conservation and appreciation, tourism and other purposes

- Present MTGA interests and concerns to the state legislature and state agencies, including the Department of Transportation, the Department of Natural Resources, the Department of Community Health, Travel Michigan and others

### **Development**

- Prepare and administer grant applications, contracts, and other fundraising proposals to support MTGA's work plan and operations.
- Develop, implement and monitor the fundraising strategy for MTGA, including annual and planned giving, capital campaign programs and any other relevant fund raising events/activities.

### **General**

- Manage day-to-day operations and supervise MTGA employees
- Develop and implement a strategic plan
- Develop and monitor the annual budget, overseeing all aspects of finances
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Provide staff support to the MTGA Board of Directors and its committees
- Oversee membership and member communications
- Oversee MTGA website, social media, newsletters and other communication vehicles
- Travel independently both in state and out-of-state
- Attend evening and weekend meetings and events and travel overnight as needed

### **JOB REQUIREMENTS AND QUALIFICATIONS**

- Demonstrated problem solving and innovative and strategic thinking
- Transparent and high integrity leadership
- Knowledge and/or experience with operations of non-profit organizations preferred
- Excellent written, interpersonal and verbal communication skills, including public speaking and facilitation skills
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Advanced computer skills including Microsoft Office applications. Web and desktop publishing skills a plus
- Ability to read, interpret and communicate financial statements
- Awareness and understanding of local and state government legislative processes
- Strong record of success in fundraising and audience development.
- Experience with trail development and/or fundraising for non-motorized trail projects preferred.
- Bachelor's Degree required. Advanced degree preferred.

#### OTHER INFORMATION

- While performing the responsibilities of this position, the employee will work in typical office conditions as well as in outdoor weather conditions
- Employees must be able to constantly operate a computer and other standard office machines, and constantly communicate with internal staff as well as external partners
- Employee must be able to frequently remain in a stationary position as well as move about in the course of general duties
- Must have a valid driver's license and be able to provide proof of valid auto insurance.

The Michigan Trails and Greenways Alliance is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Trails and Greenways Alliance reserves the right to modify the duties or position description at any time. The administrative offices for this position is located in Lansing and is considered to be exempt.

**Please email cover letter and resume to Ann Conklin, Board Chair at:**

**[mtgacareer@gmail.com](mailto:mtgacareer@gmail.com)**

**Please use subject line: MTGA Executive Director**

**Deadline for Applications is Friday, November 22, 2019**