February 23, 201

To the Office of the Dean

We are seeking an executive director for Project Healthy Community. The position is full time and salaried. Compensation and fringe benefits will be dependent on qualifications and competitive with the S.E. Michigan community of non-profits.

Interested applicants should send a resume to

Melvyn Rubenfire, MD
Professor of Internal Medicine
University of Michigan
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Project Healthy Community is successfully working to improve education, nutrition and overall health of disadvantaged families in Detroit. While the approach is to target one person, particularly one child and one family at a time, the scope of our efforts will have an important impact on the local community.

Job description.

Qualifications and expectations:

• Commitment to the mission and objectives of PHC with demonstrated concern for people and community
• Embrace the concept of a multi-ethnic, inter-racial, and inter-faith based community organization whose mission is to help those in-need with a focus on enhancing health through education and nutrition.
• Minimum bachelors’ preferable Master’s degree
• Minimum of 3 experience in not for profit executive director or assistant executive director role including business management, short and long range planning, and obtaining corporate and foundation grants.
• Have knowledge and experience in fund raising techniques including major gifting, events and bequests.
Roles and responsibilities with assistance of the Director of Programming and Community Outreach, and Assistant Director of Programming and Volunteer Coordinator

- Ex-officio member of the Board reporting to the President or his/her designate
- Supervisory role of employees
- Develop and maintain annual budgets and short and long term business plan
- Provide annual report
- Assure accurate accounting and monitoring of financial status and with accountant and Treasurer provide financial reports and audit as necessary
- Schedule Board meetings
- Maintain minutes of Board meetings
- Educate Board members regarding roles and responsibilities
- Assure compliance with By-laws
- Maintain file binder and electronic file of all important and legal documents
- Represent PHC in civic, community and philanthropic organizations
- Provide leadership and education to employees, project leads, and volunteers
- Direct development program
- Assure good stewardship for our donors and appreciation to our volunteers
- Write small grants (<$50K) and supervise large grants as necessary
- Maintain a database for business, finance, donors, sponsors, foundations and volunteers.
- Assure appropriate metrics of projects measuring value for recipients and donors.