

Job Overview

The Executive Director is a full-time position and is one of the key voices of Mai Family Services. The Executive Director is responsible for overseeing the administration, programs and operations of the organization. Other key duties include fundraising, and mainstream community outreach. The position reports directly to the President of Mai Family Services.

General Responsibilities

1) Board Governance: Works with the MaiFS Board in order to fulfill the organization's mission.

- Responsible for providing, in a timely and accurate manner, information necessary for the Board to make informed decisions.
- Responsible for all background checks for the board, volunteers and staff members.
- Responsible for timely, accurate and appropriate filing of licensing and insurance for the organization.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for maintaining accurate financial records; ensure that income and expenses are logged accurately and in a timely manner
- Responsible for fundraising and developing other resources necessary to support the organization's mission.
- Ensure all financial processes and procedures are followed and maintained for annual audits

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, and community outreach.

- Responsible for implementation of MaiFS Direct Services programs that carry out the organization's mission.
- Responsible for the enhancement of Mai Family Services image by being active and visible in the community and by working closely with other

professional, civic and private organizations through presentations and speaking engagements.

Professional Qualifications:

- A bachelor's degree
- Grant writing experience highly desirable
- Transparent and high integrity leadership
- Sufficient technology background with MS Office Applications. Quick to learn new applications required to perform the job effectively.
- Two or more years of 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 the vision of Mai Family Services strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector, which includes Grant writing support
- Be responsible for any Mai Family Services Administrative grant that might be acquired by the organization over a period of time.
- Follow all policies and procedures to ensure credibility with the grantor and ensure accurate and up-to-date messaging on relevant Grant related websites such as Guidestar etc.
- Skills to collaborate with and motivate board members and other volunteers
- Attend office meetings regularly and as appropriate
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff

- Strong public speaking ability

Actual Job Responsibilities:

1. Establishing administrative and direct services policies and procedures for all functions and for the day-to-day operation of the nonprofit.
2. Serving as Mai Family Services' primary spokesperson to the organization's constituents, its mainstream partners, the media and the general public.
3. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance MaiFS Mission and Objectives.
4. Report to and work closely with the President and the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State.
5. Supervise, collaborate with organization staff and volunteers.
6. Participate in most of the important organization Board and committee meetings.
7. Oversee marketing and other communications efforts including special events.
8. Review and approve contracts for services used for programs within the organization.
9. Other duties as assigned by the Board of Directors and the Executive Council.

If interested and would like to serve a growing South Asian population, e-mail your resume to jobs@maifamilyservices.com

Mai Family Services (MaiFS) established in 1986, provides support services in the areas of partner and family violence, substance abuse, mental health and senior issues through confidential and culturally sensitive intervention to South Asian families in Michigan. Information on the organization is available at www.maifs.org