



JOB POSTING AND DESCRIPTION FOR EXECUTIVE DIRECTOR OF KEVIN'S SONG

Kevin's Song, a rapidly growing Southeastern Michigan nonprofit devoted to empowering communities to prevent suicide and offering hope and healing to survivors, is seeking their first executive director. The Executive Director position is envisioned to be full time, although depending on the candidate, a part time role may be considered. We will be separately seeking an executive assistant to provide support to the Executive Director position.

Salary is negotiable. A range of benefits for this new position is currently being developed, with the final benefits package envisioned to be tailored to the successful candidate.

The Executive Director will be the key management leader of Kevin's Song. The Executive Director will be responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include but are not limited to fundraising, marketing, community outreach, and financial management. The Executive Director will report directly to the Board of Directors.

GENERAL RESPONSIBILITIES

1. **BOARD GOVERNANCE:** Works with the Board of Directors to fulfill Kevin's Song's mission of "Empowering Communities to Prevent Suicide and Offer Hope and Healing to Survivors." The Executive Director is:
 - Responsible for leading Kevin's Song in a manner that supports and guides the organization's mission as defined by the Board.
 - 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:** Develops budgets and maintains positive financial performance of Kevin's Song. The Executive Director is:
 - Responsible for the fiscal integrity of Kevin's Song, to include submission to the Board of a proposed annual budget and monthly 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.
3. **FUNDRAISING AND DEVELOPMENT:** Cultivates existing donor resources and develops new resources and funding opportunities sufficient to ensure the financial health of the organization.
- Responsible for fundraising and developing other resources as necessary to support Kevin’s Song’s mission. This will include working closely with fundraising event planners, conference coordinators, volunteer chairs, etc. to see that fundraising and other events continue to grow and thrive in ways that accurately reflect Kevin’s Song.
 - Responsible for networking and building relationships with possible sponsors, partners, etc.
 - Responsible to participate in Development Committee efforts and assist with new fundraising and development initiatives.
 - Responsible for seeking out and vetting grant opportunities, writing grant applications, following up, and closing grant deals as necessary to maintain and grow the Kevin’s Song organization.
4. **MISSION AND STRATEGY:** Works with the Board and Staff, Consultants, Committee Members, and Volunteers to ensure that the mission is fulfilled through programs, strategic planning, and community outreach. The Executive Director is:
- Responsible for implementation of Kevin’s Song’s programs that carry out the organization’s mission. This will include working on the Conference (including the School Summit) and other programming. It will include networking with other organizations, hospitals, schools, churches, etc.
 - Responsible for strategic planning to ensure that Kevin’s Song can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of Kevin’s Song’s brand and image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
5. **OPERATIONS:** Oversees and implements resources to ensure that the operations of the organization are efficient and appropriate. The Executive Director is:
- Responsible for effective administration of Kevin’s Song’s operations.
 - Responsible for the hiring and retention of competent, qualified staff and consultants.
 - Responsible for signing notes, agreements, and other instruments made and entered into on behalf of Kevin’s Song with Board approval as appropriate.

PROFESSIONAL QUALIFICATIONS

1. Bachelor's or Master's degree in related field (preferred)
2. Demonstrated skill providing transparent and high integrity leadership.
3. Senior nonprofit management experience.
4. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
5. Strong organizational abilities including planning, delegating, program development and task facilitation.
6. Ability to convey a vision of Kevin's Song's strategic future to staff, board, volunteers, donors, and sponsors.
7. Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
8. Ability to listen and communicate effectively with Board members, Committee members, volunteers, and others.
9. Skills to collaborate with and motivate board members and other volunteers (Teambuilding).
10. Strong written and oral communication skills.
11. Proficient in Microsoft Office and other organizational systems.
12. Ability to interface and engage diverse volunteer and donor groups.
13. Demonstrated ability to oversee and collaborate with staff.
14. Strong public speaking ability.
15. Demonstrated ability seeking out and writing grant applications and winning such proposals.

ACTUAL JOB RESPONSIBILITIES

1. Planning and operation of the annual 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 Kevin's Song's primary spokesperson to the organization's constituents, the media and the general public. (This would involve overseeing and/or performing social media posts, the newsletter, thank you letters for donations, sponsorships, volunteer activities, etc.)
4. Establish and maintain relationships with various organizations throughout the state and to utilize those relationships to strategically enhance Kevin's Song's mission. (This would include working with the With One Voice initiative.)
5. Identify prospective grant opportunities, write grant applications, following up, and close grant deals. Oversee and/or conduct scope of work associated with the awarded grant.
6. Communicate with loss survivors as well as those seeking help (resources) for themselves or family members. Coordinate certain activities related to the Loss Survivor Support Group.

7. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of Kevin's Song throughout the state.
8. Supervise and collaborate with organization staff.
9. Strategic planning and implementation.
10. Plan, coordinate, and participate in organization of Board and Committee Meetings. (This includes Development Committee, the Conference Planning Committee, the School Summit Committee, the Starry, Starry Night Committee, the Education Task Force, etc.).
11. Oversee marketing (including coordination of consultant Marx Layne) and other communications efforts.
12. Review and approve contracts for services.
13. Other duties assigned by the Board of Directors.

HOW TO APPLY:

- Please send a cover letter, resumé and three references to info@kevinssong.org.