

CNA Executive Director

Are you passionate about making a difference locally? Would you like a job that has a **full-time, flexible** schedule? You could help shape the future of Creston Neighborhood, improving the quality of life for our residents as our next Executive Director.

The Creston Neighborhood Association (CNA) is a 501(c)(3) non-profit organization serving the largest neighborhood in the City of Grand Rapids. You will **lead our organization**—representing CNA in official capacities, developing and implementing strategies, and overseeing all CNA programs in response to the expressed needs of the neighborhood.

Although you will report to the Board of Directors, you will own the day-to-day activities, including supervising and guiding staff/volunteers. **Leading all CNA programming**, you will work closely with the CNA Staff/Board/Volunteers to **engage residents**, business owners, government agencies/representatives, and other stakeholders, all with the goal of **empowering our neighbors**.

The schedule for this position is flexible with the ability to complete tasks both from our office and remotely. It is expected that the responsibilities of this position will take approximately 30-35 hours per week with the potential to be a full 40 hours per week (contingent on organization needs and funding).

To be successful in this role you will need

- **Excellent administrative skills** (i.e organization, time management, office programs, etc.) with the ability to balance time between programs, administrative tasks, and grant administration.
- **Exceptional people skills** with the ability to advocate for and collaborate with a wide range of community stakeholders from varying backgrounds and life experiences.
- **Keen leadership skills** with the ability to make tough decisions, engage community members, and guide staff, interns, and volunteers.
- **Passion for increasing equity**, community organizing, grassroots fundraising, empowering neighbors, and a deep desire to make a difference in the Creston community.
- **Ability to develop and execute a comprehensive funding strategy**, including identifying and procuring grants and supporting annual funding in all capacities.

Benefits:

- 15 days of Paid Time Off
- 7 Paid (set) Holidays and 1 floating holiday
- Monthly stipend for health insurance
- Flexible schedule

Salary: \$42,000 - \$52,000/ year

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Required Skills/ Attributes:

- Ability to not only engage and collaborate with but unite people of diverse backgrounds, heritage, and lived experience.
- Exceptional written and verbal communication skills in order to convey the mission and story of CNA (at events, within grant applications, newsletters, etc.).
- Aptitude to oversee financials of an organization, including the administration of grants.
- Experience with Microsoft Office, Google Drive, and Social Media Platforms; technical aptitude to learn new programs as needed.

Preferred Qualifications

- Working knowledge of grant writing and administration.
- Familiarity with the workings of a non-profit organization.
- Previous experience managing people, fundraising endeavors and/or community engagement.