

Pages to Stages (P2S) (Royal Oak) is seeking an **Executive Director**. Pages to Stages is a 501(c) 3 non-profit organization whose mission is “To dynamically impact youth with positive programs that reach their hearts and transform their lives.” They employ the nationally-award-winning "Youth Under Construction-Show Zone" life skills and performing arts programs. They reach and mentor youth from all challenged circumstances with sessions that have proven to raise their respect for others (no bullying!), develop their healthy emotional intelligence and prepare them for adulthood success.

The Executive Director will report to the Board of Directors and will be responsible for oversight of campaigns, fundraising, membership development, building relationships with key stakeholders and partners, and serving as a primary contact and spokesperson for the organization.

Specific committee responsibilities:

1. Assure that the organization has and maintains its long-range strategy which achieves its mission, and toward which it makes consistent and timely progress;
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board;
3. Promote active and broad participation by volunteers in all areas of the organization's work;
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations; and
5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it;
2. Publicize the activities of the organization, its programs and goals;
3. Establish sound working relationships and cooperative arrangements with community groups and organizations; and
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers;
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place;
3. See that an effective management team, with appropriate provision for succession, is in place;
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization; and
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices;
2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines;
3. Ensure that adequate funds are available to permit the organization to carry out its work; and
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Required Skills & Experience:

- Successful membership development and fundraising experience;
- Campaign management experience with demonstrated achievements;
- Excellent writing, public speaking skills, and grant writing;
- Ability to navigate and work effectively with a variety of stakeholders, including local and regional decision makers, city staff, Pages to Stages volunteers and community members;
- Successful community and movement building experience;

- Familiarity with youth development concerns;
- Computer skills in MS office, MS PowerPoint, MS access, and MS excel;
- Social networking tools, on-line advocacy tools and familiarity with membership management databases; and
- Demonstrated ability to work in and with diverse and underserved communities.

Hours: Up to 40 hours per week, salary to be discussed, benefits.

To apply, please send the following materials by June 2, 2011. Applications received after June 2, 2011 may be considered on a rolling basis until best candidate is found.

1. Cover letter that speaks to your experience in fundraising and campaign management;
2. Resume; and
3. Two short (no more than 1 page) samples of your writing (a grant application, an article, etc.).

Please send your application by email to: teamp2s@gmail.com with the subject line: RE Executive Director. Also, please include phone contact info, both daytime and evening. If emailing, please put your cover letter in the body of the email.

If by postal mail to:
Pages to Stages
231 N. Campbell Rd.
Royal Oak, MI 48067

You will then be contacted by phone for a brief conversation with the prospect of setting up an in-person interview.

P2S welcomes applicants from diverse communities, including LGBT, people of color, and people with disabilities.

No phone calls please.