

## ***Position Description*** ***Executive Director***

### **Organization:**

Established in 1956, the Michigan Council on Crime and Delinquency (MCCD) has been a trailblazer in addressing the causes of crime. MCCD was founded by concerned citizen leaders as a vehicle to assure that the laws and policies aimed at preventing and controlling crime were fair, effective and affordable. Today, we are still the only statewide organization dedicated to improving the effectiveness of policies and systems aimed at the prevention and reduction of crime and delinquency. MCCD's annual budget is just over \$1 million, with revenue coming from foundation grants, contracts, and donors.

MCCD is a not-for-profit organization governed by a Board of Directors. The agency works with diverse stakeholders throughout Michigan to achieve:

- Increased public safety;
- A fair and equitable justice system;
- Effective use of community resources;
- Crime reduction;
- Full community participation; and
- Multi-system collaboration.

MCCD uses the following strategies to achieve our mission.

- *Advocacy:* Guided by research, experience and the input of Michigan's communities, we act as a catalyst for change.
- *Technical Assistance:* We provide expertise in areas such as strategic planning, quality assurance, and communication to help communities, organizations and systems navigate the myriad challenges of implementing evidence-based practices.
- *Education and Training:* We employ multiple methods, including public forums, workshops, and social media, to build awareness, knowledge and skills among stakeholders.
- *Convening:* We bring together diverse stakeholders and facilitate consensus building to address target issues.
- *Evidence-informed Policy:* We work with policymakers at all levels to develop, implement, and improve data-driven, cost-efficient policies to advance agency goals.
- *Research and Evaluation:* Drawing on agency expertise and an extensive network of researchers, planners, and providers, we monitor, assess, and evaluate the implementation and impact of policies and practices.

For additional information, please visit [www.miccd.org](http://www.miccd.org).

**Position:**

The Executive Director of the Michigan Council on Crime and Delinquency (MCCD) is the Chief Executive Officer of the organization and reports to the Board of Directors, through the President and Executive Committee. The Executive Director is responsible for providing direction and leadership towards achieving the agency's vision, mission, strategic goals and objectives. The Executive Director is responsible for ensuring that MCCD has sufficient funding and other resources to sustain the organization and develop and conduct quality, mission-driven activities to improve the effectiveness of policies and systems aimed at the prevention and reduction of crime and delinquency. The Executive Director is the internal and external "face" of MCCD and is responsible for outreach to all stakeholders, funders and partners.

**Essential Duties and Responsibilities:**

- Provides leadership in developing short- and long-range organizational, programmatic and financial plans with the Board of Directors and staff and carries out plans and policies authorized by the board.
- Ensures that adequate funds are available to permit the organization to carry out its mission, including securing grants and negotiating contractual agreements with state and federal agencies, private foundations and other potential funding sources.
- Maintains a working knowledge of significant developments and trends in the fields of criminal justice, juvenile justice, corrections and human services.
- Establishes sound working relationships with local, state, and national policymakers, government agencies, community groups and organizations, funding sources, collaborative groups, and other stakeholders.
- Responsible for the financial management of the agency, including the development and implementation of the annual budget and appropriate control and accountability of all funds, physical assets and other property.
- Ensures compliance with federal, state and local regulations and maintains appropriate records and documentation.
- Develops and implements outreach, public education, and marketing strategies to ensure the growth and stability of the organization and support project goals.
- Represents the programs and points of view of the organization to policymakers, public officials, state agencies, stakeholders and the general public.
- Enables the Board of Directors to fulfill its governance responsibly by informing and advising the Board on the condition of the organization and all important factors influencing it and by providing staff support and counsel to the President of the Board, Board Committees, and the Board of Directors.
- Other responsibilities as assigned by the Board of Directors

**Supervisory Responsibilities:**

- Responsible for recruitment, employment and release of all personnel, both paid staff and volunteers.
- Develops job descriptions, performs regular job evaluations and ensures that sound human resource practices are in place.
- Oversees staff and volunteer development and education and assists program staff in relating their specialized work to the mission of the organization.

MCCD Position Description  
Executive Director

- Maintains an environment that attracts, motivates, and retains a diverse staff.
- Creates an effective management team with appropriate provisions for succession in place.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Typically, these skills and knowledge are the result of a combination of formal education in business, non-profit management, marketing, finance or related area, and several years of experience in increasingly responsible management positions. Prior experience in the field of criminal justice, juvenile justice or a related human service field is highly preferred.

Organizational Development and Fundraising: Knowledge of the principles and techniques of grant solicitation and administration, contract administration and negotiation, fiscal and organizational management, principles and practices of marketing and public relations. Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.

Language and Communication: Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, and governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from board members, the press, staff, stakeholders and the general public; communicate effectively in both written and oral form; and, effectively present information to public groups, and/or board of directors.

Visioning and Reasoning: Ability to envision future trends in the field, define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, and procedures.

Other Knowledge, Skills and Abilities: Ability to work with a wide variety of individuals and organizations; knowledge of the principles and techniques of community organizing, policy advocacy, program design and management, and strategic planning; commitment to social justice.

### **Compensation:**

The salary range for this position is between \$70,000 and \$80,000. MCCD offers a competitive compensation and benefits package.

MCCD Position Description  
Executive Director

**To Apply:**

Submit a cover letter, resume, and a 1-page (500 word max.) response to the following question:  
*How can organizations, like MCCD, work most effectively for the prevention of crime and delinquency?*

All materials should be sent via electronic mail to [EDPosition@miccd.org](mailto:EDPosition@miccd.org) or post to Michigan Council on Crime and Delinquency, 1000 West St. Joseph, Suite 400, Lansing, MI 48915. The application process will be open until the position is filled.

DRAFT