

Coalition of African Organizations in West Michigan (CAOWM)]
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Executive Director (Interim)– Coalition of African Organizations in West Michigan (CAO-WM)

(Part-time/Hybrid - \$25 - \$30 per hour, max of 20 hours per week)

We are seeking an experienced and visionary executive director to lead the Coalition of African Organizations in West Michigan (CAO-WM) as it continues to empower African immigrant organizations in the region. The Program Manager will serve as the face of the organization, responsible for shaping its strategic direction, driving fundraising efforts, and overseeing day-to-day operations. The ideal candidate will possess strong leadership, strategic planning, and fundraising skills, combined with a deep understanding of the unique challenges faced by African immigrant organizations.

The Executive Director (ED) will be entrusted with ensuring the long-term sustainability and impact of CAO-WM's programs while nurturing a supportive organizational culture. This role is ideal for a dynamic, proactive individual who is passionate about making a difference and can inspire its member organizations, staff, partners, and stakeholders.

Responsibilities:

- **Strategic Leadership:** Develop and implement the vision, mission, and long-term goals for CAO-WM, ensuring alignment with the needs of African immigrant organizations and the organization's broader objectives.
- **Fundraising:** Lead all fundraising efforts, including grant writing, donor cultivation, and partnership development to secure funding for CAO-WM's programs and operational needs.
- **Operations Management:** Oversee day-to-day operations, ensuring compliance with internal policies and external regulations. This includes managing budgets, financial oversight, and operational processes.
- **Staff Leadership:** Hire, mentor, and manage senior staff while fostering a positive and productive organizational culture. Support staff development and ensure the team is aligned with CAO-WM's mission.

- **Board Engagement:** Serve as the primary liaison with the Board of Directors, presenting regular reports and updates while engaging the board in strategic decision-making.
- **Community Representation:** Represent CAO-WM externally, acting as a key spokesperson at events, meetings, and partnerships, and building relationships with donors, partners, and other community organizations.
- **Compliance:** Ensure the organization complies with all relevant regulations, including audits, tax filings, and quality standards.
- **Monitoring and Evaluation:** Track progress toward organizational goals, assess program effectiveness, and make recommendations for improvements.

Requirements and Skills:

- Proven experience in leadership role in a nonprofit or community-based organization.
- Knowledge in fundraising, including grant writing and donor relations.
- Strong understanding of strategic planning and organizational development.
- Knowledge of financial management, including budgeting and reporting.
- Experience with performance and operations management.
- Proficient in MS Office, relational databases, and management software (e.g., ERP systems) and other administrative tools.
- Outstanding communication, public speaking, and leadership skills.
- Strong problem-solving and critical-thinking abilities; self-starter.
- An understanding of the African immigrant organizations in West Michigan or a commitment to learning about the community's needs and challenges.
- BSc/BA in Business Administration, Nonprofit Management, or a related field; MSc/MA is an advantage.

If you are a motivated leader with a passion for driving organizational success and impacting the lives of African immigrant organizations, we invite you to apply and be part of our team's mission to create lasting change.

This position's compensation and work hours are subject to upward review with the growth of the organization. A job and compensation review will be conducted in this regard bi-annually or when due as determined by the Board.

Performance Indicators: All indicators will be reviewed at new employee's 30 day, 60 day and 90 day review meetings with the Board or designated board members. An annual meeting will take place to evaluate performance on these indicators. Specific goals and targets will be agreed upon by the employee at the beginning of his/her employment.

- Volunteer Recruitment
- Donor Base Increase
- Number of Grant Applications
- Number of Grants Received