ANNOUNCEMENT OF PROFESSIONAL OPPORTUNITY

EXECUTIVE DIRECTOR
RESTAURANT OPPORTUNITIES CENTER OF MICHIGAN

OVERVIEW

The Restaurant Opportunities Center of Michigan (ROC-Michigan) seeks a vibrant and visionary executive director who is ready to lead an innovative, membership-based organization at the cutting edge of the food justice, racial justice, and economic justice movements. This new leader is expected to work in partnership with a dedicated staff, advisory board, and membership base of over 1,200 restaurant workers to build on and carry forward a high-growth organization. ROC-Michigan is dedicated to advancing justice and opportunity for Southeast Michigan’s 134,000 restaurant workers, many of whom face discrimination, harassment, low pay, and no benefits. The new director will create and implement strategies to build a strong movement of restaurant workers, responsible employers, and consumers to unite for quality food, fair wages and fair working conditions as part of a just and sustainable food system for all.

THE IDEAL CANDIDATE PROFILE

The new Executive Director person is an effective leader that relishes the opportunity to work for social justice and is open to learning from all types and layers of people. The new Executive Director must have a combination of experience in non-profit management, community organizing, and financial decision-making along with the strategic business acumen to be able to effectively lead ROC’s three-pronged approach to win change in the restaurant industry and in southeast Michigan. The ideal candidate is an effective leader who is thoughtful and listens well; inspires respect and trust; motivates staff, members and donors; and can lead, follow, and delegate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PROGRAM LEADERSHIP

• Leads the visioning, creation, and design of innovative programs that are responsive to local opportunities and align with ROC’s tri-pronged model;
• Provides structure and oversight to the ongoing development and implementation of ROC-Michigan programs and activities;
• Integrates diverse organizational programs and activities into a coherent strategy for advancing industry change;
• Works with the Board of Directors and national leadership to align national and local priorities and strategies
• Builds strong and strategic external organizational relationships and alliances

FISCAL MANAGEMENT

• Assures sound and sustainable fiscal operation of ROC-Michigan including developing, implementing, and monitoring of an annual budget;
• Manages the budget’s implementation and any unforeseen but necessary adjustments;
HUMAN RESOURCES
• Ensures accountability by fostering an organization that supports teamwork, responsive communication and cost-effective decision-making.
• Serves as staff leader, providing mentoring, coaching, and supervision to all staff

FUNDRAISING
• Actively seeks new opportunities for grant funding
• Writes and/or facilitates grant applications;
• Ensures compliance with grant commitments, including timely submission of progress reports;
• Works collaboratively with ROC-United, funders, other organizations, government agencies, donors and individuals in the community.

REQUIRED QUALIFICATIONS
The Executive Director will be thoroughly committed to ROC-Michigan’s core organizing mission with proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

1. Bachelors’ Degree, preferably in a related field
2. Proven campaign experience and successful track record in community or worker organizing
3. A minimum of five years of nonprofit leadership experience, or the equivalent
4. Proven experience and successful track record of public and private fundraising and of building and developing positive relationships with funders and supporters
5. Demonstrated experience and effectiveness with fiscal management, budget development and monitoring, and financial oversight and decision-making
6. Experience working within a membership-based organization, preferably one with a national or federated structure
7. Significant experience working collaboratively with persons of diverse racial and ethnic backgrounds, socioeconomic status, ages, and sexual orientations
8. Demonstrated commitment to racial, social, and economic justice

Desired Qualifications
1. Established relationships with local and existing ROC funders and partners
2. Bilingual in Spanish and English and/or in relevant Arabic or Asian languages
3. Experience developing leadership and political consciousness among members through trainings, relationship building, and shared experiences
4. Master’s Degree, preferably in a related field
5. Openness to learning
6. Experience supporting development and operations of board of directors
7. Experience with implementation and use of electronic practice and financial management systems

COMPENSATION
ROC-Michigan is offering a competitive salary in the range of $50,000 to $60,000 based on the selected candidate’s experience and qualifications, as well as a generous benefits package.
APPLICATION PROCESS

CompassPoint has been retained by ROC-Michigan to support the executive transition and conduct the candidate search. Applicants should send their resumes and cover letters describing their qualifications and interest in the position to ROCMI.EDSearch@compasspoint.org by April 12, 2012. Immigrants, women, and people of color are encouraged to apply. Please reference “ROC ED Search” in the subject line. Resumes without cover letters will not be considered.