

Executive Director – Draft Job Description

Compensation: \$10,000 annually (*Opportunity for significant bonus opportunities that are tied to fundraising*)

Job begins October 1, 2026

Position Summary

The Executive Director serves as the chief administrator of the nonprofit organization MI-RAMP and is responsible for its overall leadership, program oversight, fundraising, grant writing, day to day operations, and compliance. This position also ensures the organization meets its mission by coordinating instructional services, managing administrative functions, cultivating partnerships, and ensuring strong communication with the Board of Directors, donors, and community stakeholders.

Key Responsibilities

1. Program Oversight & Outcomes
 - Monitor and evaluate program effectiveness through Teacher Tutor Logs and other outcome-measurement tools.
 - Supervision of the Instructional Coordinator, ensuring tutors have the guidance, resources, and materials needed for success.
 - Supervise the Administrative Assistant
2. Board Governance & Support
 - Schedule Board of Directors meetings and prepare meeting agendas.
 - Provide the Board/Stakeholders with organizational updates, data, and reports as needed.
 - Recruit and maintain qualified board members to the organization
3. Fundraising & Development
 - Lead fundraising strategies to support organizational sustainability.
 - Identify, cultivate, and secure cash donations and in-kind gifts.
 - Author and secure grants from various organizations
 - Ensure the cohorts are meeting the benchmarks set by the grantors
 - Provide reports to granting organizations as requested
 - Represent the organization at community events and networking opportunities.
 - Attend Zoom/in person meetings with foundations and potential funders to build partnerships.
4. Financial & Administrative Compliance
 - Ensure all required tax documents and filings are completed and submitted on time
 - Oversee administrative operations
 - Maintain accurate records, databases, and compliance documentation.
5. Community Engagement & Networking
 - Act as the organization's central hub for networking, communication, and community partnerships.
 - Build relationships with schools, foundations, donors, and vendors to support program growth.
 - Promote MI-RAMP through academic and community mediums

Qualifications:

- Experience in writing grant proposals
- Experience in nonprofit leadership **and/or** administration
- Experience in fundraising
- Strong organizational, communication, and team-building skills.

- Ability to manage multiple responsibilities and meet deadlines.
- Knowledge of program evaluation, and educational best practices is a plus.

Work Environment:

This is a leadership role that involves remote work, Zoom meetings, in-person events as needed, and active engagement with community partners and funding resources and stakeholders.