



## Executive Director of MI-RAMP

### **Compensation: \$10,000 annually**

*Job starts October 1, 2026 (Interim Executive Director, 12 months, part-time contractor)*

### **POSITION SUMMARY**

The Executive Director serves as the chief administrator of the nonprofit organization MI-RAMP and is responsible for its program oversight, fundraising, 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
- Supervises the Web Manager

#### **2. Board Governance & Support**

- Provide the Board/Stakeholders with organizational updates, data, and reports as needed.
- Recruit and maintain qualified board members to the organization
- Advises the President

#### **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 with help from Development Committee
- Ensure the cohorts are meeting the benchmarks set by the grantors
- Provide reports to granting organizations as requested, as approved by President
- 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

- Maintain accurate records, databases, and compliance documentation, as coordinated with President, Treasurer and Administrative Assistants

#### 5. Community Engagement & Networking

- Act as the organization's 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*.