

VACANCY ANNOUNCEMENT

Closing Date October 15, 2007

EXECUTIVE DIRECTOR WESTSHORE DISPUTE RESOLUTION CENTER Muskegon, Michigan

The Westshore Dispute Resolution Center (WSDRC), located in Muskegon Michigan, is seeking a fulltime Executive Director to begin on or about January 15, 2008.

The WSDRC is responsible for services in Muskegon, Oceana, Mason and Manistee Counties.

WSDRC is a non-profit Community Dispute Resolution Center whose mission is to provide affordable and accessible conflict resolution services including mediation, Balanced and Restorative Justice programming, facilitation, training, and technical support to all service area residents, for profit organizations, courts, other governmental agencies other non-profit organizations, and public bodies.

The Executive Director is responsible for and participates in the day-to-day operation of the Center. The Executive Director reports directly to a volunteer Board of Directors.

The Executive Director:

- Collaborates with the Board of Directors to ensure the successful operation, expansion and sustained viability of the Center.
- Oversees the fiscal affairs and financial management of the Center.
- Manages WSDRC programs, including mediation, facilitation, and training.
- Is responsible for fundraising and grant writing.
- Manages staff members, periodic interns, and the mediator and facilitator roster.
- Maintains and develops relationships with community partners, including elected and appointed County officials.

The ideal candidate will have excellent managerial skills and commitment to helping WSDRC sustain and expand the reach of its services throughout the Counties of service. The ideal candidate will also be a self-starter who can think effectively and independently and implement new ideas, strategies, and solutions.

The successful candidate will possess most of the following skills or experience:

- Experience working in non-profit organization and with Board of Directors.
- Experience in long-range strategic planning and program implementation.
- Ability to communicate clearly and effectively, including experience speaking before a variety of audiences and writing and editing clear and concise documents.

- Ability to develop and maintain external relationships, such as with community leaders, government agencies, and donors.
- Supervisory and managerial experience, including the ability to establish and maintain a positive work environment and effective working relationships with employees, board members and volunteers.
- Ability to delegate work assignments, monitor program operations and adhere to project timelines.
- Computer and database skills.
- Demonstrated interest in the field of mediation.
- Experience in financial management and budgeting.
- Ability to collaborate effectively with persons from diverse backgrounds.
- Bachelor's and/or advanced degree.

Salary package depends on experience.

Interested applicants please send:*

- A letter of interest;
- A resume or curriculum vitae;
- Contact information for three (3) references.

*A short (no more than 3 pages) writing sample may be required at a later date.

Please e-mail application to: kfortino@muskegonisd.org Please note "Search Committee" on the subject line.

Or, applications may be mailed to: Search Committee WSDRC, 5351 W. Tyler Road, Hart, Michigan, 49420.

The receipt of your application will be acknowledged by the committee.

Questions regarding the application process should be directed to the WSDRC at 231-727-6001.

Applications will not be accepted after November 1, 2007.