

## POSITION DESCRIPTION

<b>Functional Position Title:</b>	Executive Director - MAP
<b>Managers Title:</b>	President & CEO
<b>Direct Reports' Titles:</b>	Program Coordinator

### SCOPE AND PURPOSE OF POSITION

In accordance with the Agency's mission statement, policies and procedures, professional Code of Ethics, State of Michigan licensing and COA standards, the Executive Director, Michigan Abolitionist Project is responsible for developing, leading and managing human trafficking awareness programs, education, community events, and providing direct supervision to assigned staff.

### TASKS OF THE POSITION

- Provides leadership for the planning, implementation, growth, evaluation, improvement, and management of the Michigan Abolitionist Project (MAP).
- Serves as liaison to MAP Sub-committee of Program Evaluation and Planning Committee.
- Represents the agency in the community, and works in collaboration with others, as appropriate, to secure needed resources and to develop new programming as opportunities present.
- Plans and organizes work to meet all job requirements according to agency and COA standards, licensing, funding and legal requirements.
- Oversees development and implementation of program budgets, procedures and staffing to ensure cost-effective operations for state-wide programs, events, training and consulting.
- Provides leadership for the development and implementation of training to enhance staff performance and service delivery.
- First point of contact or spokesperson and engages in presentations to community organizations and groups.
- Liaison to task forces, coalitions, and partners in Michigan.

### KNOWLEDGE/SKILLS/ABILITIES

- Excellent communicator, adheres to confidentiality, motivator of people and a self-starter
- Strong business, finance, and organizational skills; demonstrated experience in total quality management
- Proficiency in Microsoft Word and Excel applications
- Demonstrated ability to interact positively in a culturally diverse environment and to deal effectively with various levels of Vista Maria personnel, outside customers and community groups.
- Demonstrated effective interpersonal and organizational skills to promote and sustain positive relationships.
- Demonstrated public speaking skills for providing training, orientations, presentations and workshops
- Ability to successfully manage and prioritize multiple tasks at once and have excellent time management abilities
- Ability to cultivate a cohesive team environment and have a passion for fighting modern-day slavery
- Ability to work independently with minimal guidance.

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## SUPERVISORY RESPONSIBILITY

Program Coordinator

## QUALIFICATION (EDUCATION / TRAINING)

### Required:

- Bachelor's or Master's Degree in Business Administration or related field.
- Three (3) years progressive supervisory/administrative experience working with survivors of human trafficking including adolescents age 11-18.

### Acknowledgement and receipt:

I acknowledge that I have read this job description and fully understand the requirements listed. I understand that it is my responsibility to adhere to the expectations listed above. I also understand that my job responsibilities may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description.

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Employee signature

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Date

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Employee name (please print)