

Mills Community House Executive Director

Position Identification

Part-time Executive Director; 20 hours per week.

Organization Summary

The Mills Community House is located in the heart of Benzonia, on U.S.-31 and just up the hill from Crystal Lake and the village of Beulah. The distinctive red brick building, built in 1909 as a dormitory for Benzonia Academy, became the Mills Community House in 1925, and is listed on the National Register of Historic Places. It has been used as a public venue throughout its history; a gymnasium, meeting location, site for educational and cultural programs, and home to the Benzonia Public Library.

The Mills House was deeded from the Congregational Church of Benzonia to the Mills Community House Association (MCHA), a newly formed 501(c)(3) nonprofit organization, in 2002. The board of directors is made up of community supporters who believe in the value of this historic landmark. The mission of the Mills Community House Association is *“to provide stewardship and promotion of the historic Mills Community House as a venue for events and services that enrich lives.”*

Currently, the Mills provides event space via rentals for private parties and weddings, meetings, workshops, demonstrations and other community events. Via our partnership with the Benzonia Public Library and other local organizations, we host a range of community-based programs. We also partner with other local nonprofits to offer venue space, and hope to expand these opportunities and partnerships in the future. The Mills is also in the midst of a capital campaign drive to raise funds for major renovation of our 30+ year old elevator and other building repairs.

Position Summary

The Board of Directors of the Mills Community House Association seeks an Executive Director to fulfill its mission and realize its vision of hosting a vibrant array of gatherings in the heart of Benzie County.

The Executive Director is responsible for the consistent achievement of the Mills' mission, partnerships, business operations, and financial objectives (including capital campaign). They will connect with public and private partners and donors to cultivate and build the Mills' programming and presence within the community. This individual will be a self-starter who is comfortable working independently and they are driven by achieving positive results. The position may also call for occasional hands-on event management including setup and teardown. This is a newly created position with the possibility for growth into a full-time role, based on performance and additional funding.

Relationships

Reports to: Board of Directors

Supervises: None

Works with: Benzonia Public Library, Friends of the Library, Benzie Area Historical Society, Benzie Conservation District, Grow Benzie, Versiti Blood Centers of Michigan, Benzie County Chamber of Commerce, etc.

External Stakeholders: Volunteers, donors, township and county entities, nonprofits, local businesses, foundations, media, and others as needed.

Responsibilities and Duties

Leadership

- Serve as the “face” of the organization; clearly and consistently communicate the mission of the Mills and build its continued reputation as a cornerstone of the community
- Develop and carry out a strategic plan in partnership with the Board of Directors
- Raise the community profile of the Mills through in-person and digital channels
- Develop partnerships with new organizations to promote the mission of the MCHA
- Further community support through implementing new programs and working with existing partners
- Recruit and retain a core group of volunteers or a docent cohort to assist with additional building needs

Fund Development

- Lead fundraising operations
- Research and determine private foundation/state/other grant opportunities and public and private funding streams to maintain building infrastructure as well as program support
- Capital campaign strategy and management
- Donor engagement and stewardship

Event Management

- Schedule and act as point of contact for external programming, manage contracts, etc.
- Assist with promotion of events
- Setup and teardown before/after events, ensure the venue is clean and orderly
- Coordinate volunteer groups such as Master Gardeners

Additional Duties

- Attend board meetings (second Tuesday of each month at 7pm) and provide updates
- Maintain and update the Mills website and social media

Measures of Performance

- Collaborative working relationships across Benzie County and beyond
- Meets or exceeds fundraising and development goals
- Meets operational goals as set forth by strategic plan

Working Conditions

The primary workplace will be in the Mills Community House. Remote work is optional but there will be required office hours at the Mills in addition to occasional nights and weekends to support programming.

Qualifications and Experience

- Demonstrated experience in nonprofit management; self-starter with proven leadership skills
- Results-driven
- Strong project management skills, including the ability to manage time and diverse activities under tight deadlines, while delivering high quality results
- Excellent organizational skills, including the ability to develop and implement work plans independently with attention to detail
- Fundraising and marketing experience preferred
- Fluency with Google Drive and Microsoft Office

Compensation

\$21,000 base salary with potential for growth. Benefits include accrued PTO to be used as needed.

To Apply

Position is open until filled. Please send a resume and letter of interest to Jane Sullivan, Board Secretary, at janea.sull@gmail.com by February 14, 2023 with the subject line "Mills ED".

Direct any questions to Jane at the above email address. No phone calls, please.

The Mills Community House Association is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.