

Institute For Healing Racism  
P. O. Box H  
Fruitport, MI 49415



## Institute For Healing Racism Muskegon, Michigan

**The Board of Directors  
of the  
Institute for Healing Racism  
is accepting applications  
for the position of  
Executive Director**

This dynamic organization was established in Muskegon in 1998 and is dedicated to “building a just community in which racism, prejudice, hate and their many negative effects are eliminated”.

The Institute’s founding Director is retiring in June, 2009. The Board seeks an individual with a strong commitment to its mission as well as the personal characteristics and skills necessary to achieve the Institute’s long-term goals and objectives.

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*Institute For Healing Racism  
571 Apple Avenue, Suite 206  
Muskegon, Michigan 49442*

## Institute Information

Since its inception, the Institute has provided its unique dialogue-based, small-group, sessions to over 2,500 members of this Western Michigan community. Additional accomplishments include:

- The training of more than 100 local facilitators capable of teaching Institute dialogue sessions.
- Communication with thousands of area citizens via the Institute newsletter and recently launched television program.
- The achievement of status as a Section 501(c)(3) educational organization.
- The development and establishment of comprehensive short-term and long-term Institute goals and objectives.
- The systematic cultivation of both financial and in-kind support by a cross section of area businesses, educational entities, civic organizations, churches, and individual citizens.
- The development and presentation of an annual Celebration Dinner featuring well known keynote speakers and distinctive cuisine provided by the Baker College Culinary arts program.

The Institute is governed by a volunteer Board of Directors ranging in size from five to twenty-one members. Appointed local citizens serve a term not to exceed three years in length. Board members display interest in the healing of racism and support the oneness of humankind.

## Application Process

Applicants should submit, by U.S. mail, a letter of interest and a current resume to:

Institute for Healing Racism  
P.O. Box H  
Fruitport, MI 49415  
*(Clearly label the envelope with "Application")*

A letter acknowledging receipt of the application materials will be mailed to the candidate along with an official application form. That form must be returned by U.S. Mail no later than April 30, 2009.

Questions regarding the Executive Director position may be submitted by electronic mail to [IHRDIR@yahoo.com](mailto:IHRDIR@yahoo.com). No electronic applications will be accepted.



*The Institute for Healing Racism is an equal opportunity employer.*

## Work Environment

Muskegon County is located on the shores of beautiful Lake Michigan. Replete with forest, farmlands, stunning sandy beaches, lakes, rivers, and friendly communities, the area is both a popular tourist attraction as well as a great place to live and raise a family. Excellent schools, colleges, and employment opportunities are present as well as a host of shopping and recreational opportunities.

County demographics demonstrate a racial mix of 81% Caucasian, 14% African American, 4% Hispanic, and 1% other people of color.

The Institute offices and classroom are located within the Muskegon Community Education Center in the City of Muskegon. This convenient arrangement is typical of the collaborative relationships developed by the Institute.

## Compensation/Work Schedule

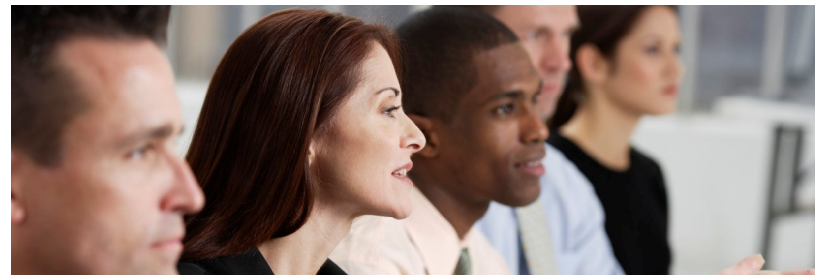
The Executive Director position is full-time. Typical daily hours are from 9:00 a.m.—5:00 p.m. with an hour for lunch. The Director may be required to attend meetings and events outside of these norms and has the ability to adjust the overall schedule accordingly.

Compensation is established in the \$38,000 to \$43,000 range commensurate with experience and skill sets. Effective fund raising carries the potential for increased compensation. Vacation leave, sick leave, and personal leave are also provided. There are currently no health care or pension benefits available.

## The Director's Role

The Executive Director is responsible for the overall day-to-day operations of the Institute, including, but not limited to:

- The direction of the ongoing accounting, bookkeeping, and recordkeeping functions of the organization.
- The appropriate implementation of Board policies, by-laws, articles of incorporation, and other regulatory functions.
- The development and maintenance of public information, marketing, and fund raising activities of the Institute staff.
- The attendance at Board meetings, preparation of all reports and analyses necessary to efficient Board decision making and functioning.
- The planning and conduct of fundraising activities.
- The ongoing advocacy for people of color and others in need of assistance or support.
- The representation of the Institute to the general public.
- The management of all Institute activities, collaborative relationships, and projects related to the organization's mission, goals, and objectives.
- The provision of leadership, innovation, and direction in the development of new and improved programs and services.



## Personal Characteristics

The Board of Directors has developed the following list of the ideal personal characteristics for its Executive Director:

- High level of initiative
- Creative
- Strong commitment to the Institute's mission
- Kindness and compassion
- High energy and stamina
- Vision and foresight
- Strong people skills
- Strong communication skills
- Courage and determination
- Personally well organized

## Desired Experience and Skills

The ideal Director will possess or quickly master the work skills listed here:

- Ability to collaborate to accomplish goals.
- Strong organizational skills.
- Fund raising and grant writing experience.
- Supervisory experience and delegation skills.
- Ability to communicate effectively with all types of individuals and groups.
- Effective computer skills including knowledge of typical office and accounting related software.
- Experience in a multicultural environment.
- Strong leadership and people management skills.
- Experience and skill working with a Board of Directors.

## Minimum Qualifications

Prospective candidates for the Executive Director position should the following minimum qualifications:

- Commitment to equal justice and gender equity among and for all races, cultures, religions, and ethnic origins.
- A working knowledge of the personal and institutional issues of race and social justice in America.
- A demonstrated empathy for people of color, the poor and impoverished, and the issues they face in everyday life.
- Demonstrated experience working in an administrative or supervisory capacity, preferably in an area closely connected to the mission of the Institute.
- A demonstrated ability in program development, fund raising, and grant preparation.
- An ability to work closely and effectively with a diversity of people from many walks of life.
- A high school diploma or an equivalent. A Bachelor's degree or higher in public administration, business management, or a related field is preferred.
- No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities.

