

Executive Director Employment Opportunity

Bay View Association

of The United Methodist Church



1715 Encampment Avenue, Petoskey, MI 49770 • 231-347-6225 • www.bayviewassociation.org

Bay View Association

Bay View is located in Emmet County, Michigan, situated on the southern shore of Little Traverse Bay of Lake Michigan, next to the City of Petoskey.

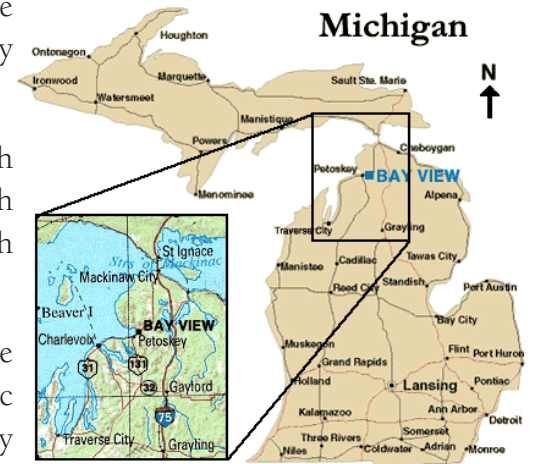
A National Historic Landmark community, Bay View is seasonal with residence in the nearly 450 Victorian cottages limited to May through October. Many current cottage owners represent the third and fourth generations of their families.

Bay View draws seasonal residents and day visitors from all over the United States to its annual Assembly Program and associated Music Festival. The Music Festival is nationally renowned and currently recognized as the longest reigning music festival in the United States. Festival students represent most of the 50 states and a number of foreign countries.

Bay View's outstanding musical programs, Sunday morning worship services, and weekday Religion and Life Lectures featuring nationally known speakers, are open to the public.

The public is welcome to participate in our recreational and cultural youth programs and water sports, including swimming and sailing instruction.

Also open to the public is Bay View's Education program, which provides an incredible range of learning opportunities for members and guests of all ages. Enthusiastic and professional teachers from all over the country offer a terrific array of classes in seven curricular areas: visual arts, health and fitness, culinary arts, gardening, bridge, discussion groups, and kids' classes. Additional information about Bay View can be found at www.bayviewassociation.org



Petoskey

Petoskey is a beautiful community located in the historic and popular Northern Lower Peninsula of Michigan. With a permanent population of 6,000 and a reputation as a vibrant hometown and preferred resort community, Petoskey offers high quality services and a resilient economy; a community recognized nationally as a “Best Small Town” and “Best Place to Retire.”

Petoskey is the seat of Emmet County, home of McLaren Northern Michigan Hospital, North Central Michigan College, excellent schools and residential areas.

A leader of services in the region, Petoskey’s residents are well-educated, politically active people who value its characteristic natural setting, well developed culture and outdoor activities.

Go to its website for more information about the City of Petoskey:
www.petoskey.us



Photo by Michigan Municipal League, mml.org



Photo by Michigan Municipal League, mml.org



Little Traverse Bay Regional Services

The community's air transportation is served by the Pellston Regional Airport which is a twenty minute drive from Bay View. The airport is served by Delta Airlines with daily flights to Detroit Metro Airport with its world-wide connections. Please see www.pellstonairport.com for further information.

Flights to Chicago and beyond are served by Traverse City's Cherry Capital Airport, located 1 hour and fifteen minutes south of Bay View. Please see www.tvcairport.com

Healthcare is provided by McLaren Northern Michigan Hospital, a 202-bed regional referral center located in Petoskey, serving residents in 22 counties across northern Lower Michigan and the eastern part of Upper Michigan. A medical staff of nearly 200 physicians represents nearly all medical and surgical specialties, enabling full-service care with an emphasis on heart, cancer, orthopedics, and neuroscience services. Additional information can be found at www.mclaren.org/northernmichigan

The Petoskey Regional Chamber of Commerce has compiled an informational relocation guide for people interested in additional information about moving to Little Traverse Bay: www.petoskeychamber.com/pages/relocation



Little Traverse Bay Quality of Life

The Inland Waterway, representing thirty eight miles of interconnected lakes and rivers begins in Emmet County, passes through Cheboygan County and spills into Lake Huron. The waterway is home to 17 species of fish, for the delight and pleasure of sportfishermen. Please see www.emmetcounty.org for more information.

The Little Traverse Wheelway is a 26 mile, walking/running/bikes path that connects Charlevoix, Bay Harbor, Petoskey, Harbor Springs. The Northwestern Trail State Trail connects Petoskey to Mackinaw City and is 35 miles long. The Top of Michigan Trails Council is responsible for these and 11 more trails, 288 miles of trail in all. For more information, please see: www.trailscouncil.org

The Little Traverse Bay region provides easy access to the six Mackinac historic parks. Please see: www.mackinacparks.com

Emmet County, whose population of 35,000 doubles during the Summer months, is home to the Headlands International Dark Sky Park, one of only 22 globally. An International Dark Sky Park is a park or other public land possessing exceptional starry skies and natural nocturnal habitat where light pollution is mitigated and natural darkness is valuable as an important educational, cultural, scenic, and natural resources.

The Little Traverse Bay region includes the very best winter recreation and ski areas in Michigan, including Boyne Mountain and Highlands, Nubs Nob, Nordic centers and Forest Service trails, snowmobile trails and Petoskey's own family-oriented Winter Sports Park.

In the Summer, the region sparkles with marinas, and the best fresh water boating in the world, as well as beaches and waterfront parks. There are over 20 championship golf courses within easy access. For more information on activities offered by Little Traverse Bay, please see: www.petoskeyarea.com





The Executive Director Role

The Executive Director is the Chief Executive Officer of the Bay View Association and is responsible for the overall management and operation of Bay View. In this capacity, the Executive Director reports to the President of the Board of Trustees and is responsible for the organization's consistent achievement of its mission and objectives; assuring that Bay View makes consistent and timely progress. The Executive Director provides leadership in developing programs, short and long range strategic plans with the Board of Trustees and staff, and implements those plans and policies authorized by the Board.

Working with the Finance Committee, the Executive Director is responsible for the development of the annual budget and, after approval by the Board, is responsible for the financial management of Bay View, including developing and maintaining sound financial practices, and facilitating the annual audit conducted by an independent CPA firm. The Executive Director will prudently manage Bay View's \$4.5 million annual budget within the approved guidelines.

While Bay View is a seasonal community with seasonal programming, the Executive Director position is a full-time position. In the off-season, the Executive Director has 10 direct reports, of which 4 are part-time, and a total staff of 12; while during the main season, the Executive Director's direct reports increases to 12 and total staff to 200. A crucial responsibility for the Executive Director is to lead and support his/her staff. The Executive Director is responsible for operational excellence within Bay View.

During the season, Bay View is a cultural community, and as such, the Executive Director is responsible for working with the program leaders and committees to improve the quality and effectiveness of each of the cultural programming areas annually.

The Executive Director represents Bay View to the surrounding community. Good working relationships with the local Chamber of Commerce, other cultural partners, etc. is essential.



The Ideal Candidate

REQUIRED

- Minimum of 7 years of executive level business management experience
- Management Skills and Experience
 - Management experience; ability to manage a group of diverse stakeholders including direct management of a team;
 - Possesses a coaching leadership-style; team-player who is willing to be involved in the work of the association
 - Demonstrated ability to work collaboratively, build & leverage partnerships, foster an environment of trust
 - Willingness to address performance issues and work with people to improve
 - Comfort with “bugging” volunteers for status reports; finding out what the roadblocks are and removing them
- Leadership Skills and Experience
 - Demonstrated leadership ability
 - Strong communication and interpersonal skills; ability to employ strong negotiation and influence skills to collaborate with and motivate Board and committee members
 - As the “face” of Bay View, the Executive Director must be polished, diplomatic, and an ambassador who can deal with strong personalities and has well developed conflict resolution skills. Exceptional networking skills are a must.
- Project Management Skills and Experience
 - Experience successfully achieving strategic plan objectives
 - Possesses organizational skills which make it possible to complete projects in a timely manner and keep numerous balls in the air at the same time.

– Other Skills and Experience

- Experience with revenue-based budgeting, financial planning and forecasting, and financial management and administration.
- Bachelor's degree in business or public administration.
- Experience working with or for a board of directors
- Demonstrated member-service orientation
- Experience working in a community driven environment

PREFERRED

- MBA or Master's in Public Administration
- Advanced experience using social media for organizational communication and visibility
- Experience with fundraising
- Experience in a cultural programming environment
- Knowledge and understanding of public infrastructure

Benefits

Salary range \$80,000 to \$110,000, based on skills and experience.

Benefits include:

- Health Insurance
- Up to 6% match contribution to retirement plan
- Car allowance
- Four weeks of vacation
- Relocation assistance

To apply, email your resume, cover letter, salary history and references in confidence to EDsearch@bayviewassociation.org For consideration, all applications must be received no later than 5:00 p.m. on Monday, June 8, 2015.

