

## **Executive Director (Part-Time)** **Michigan Institute for Contemporary Art (MICA)** **Lansing, Michigan**

15–20 hours/week (temporary increases during festivals)

Compensation: \$32–\$38/hour  
(commensurate with experience)

MICA is a growing cultural organization with year-round programs, exhibitions, a gallery in Lansing's Old Town, and two major festivals (Michigan BluesFest & JazzFest Michigan). To scale responsibly, MICA needs a strong operational backbone to ensure finances, compliance, and systems run smoothly, so artistic and community work can thrive.

The **Executive Director** is the organization's operational anchor - keeping financial processes tight, compliance in check, and leadership informed so the Board can make sound decisions. This person will report to the MICA Board of Directors. This person also acts as the public face of the organization and will manage relationships with volunteers, sponsors and patrons.

### **Duties and Responsibilities include, but are not limited to:**

1. Organizational Leadership and Governance •  
Serve as the primary administrative leader of the organization.
- Work closely with the Board of Directors to support

effective governance.

- Prepare board meeting materials and provide regular updates on operations, finances, and programs. •

Contribute to strategic planning and organizational development.

- Ensure policies, procedures, and bylaws are followed.

## 2. Fund Development

- Support fundraising efforts including sponsorships, grants and donor stewardship.
- Ensure sponsor acknowledgments occur, benefits are delivered and thank you notes sent (Bloomerang Donor).
- Submit all grant awards and schedules to accounting to set up account receivables; follow up on funding received (both cash and in-kind).

## 3. Communications and Community Engagement •

Oversee MICA communications, including social media, announcements, and public messaging (content creation may be supported by contractor or volunteers).

- Promote the organization's programs and mission through public speaking, partnerships, and outreach.

## 4. Staff and Volunteer Oversight

- Supervise contractors and key volunteers responsible for programs, events, gallery hours and operations. •

Oversee volunteer strategy (recruitment, training, liability forms, etc).

- Ensure systems are in place for communication, training, and appreciation.
- Support program evaluation and continuous improvement.

## 5. Programming

- Provide leadership and support to ensure programs run smoothly and align with MICA's mission, especially re: MICA's Festivals & Events and the MICA Gallery, with support from MICA Event Coordinator:

## 6. Festivals and Events

- Oversee organized and proactive planning and presentation of MICA festivals and events to help ensure successful, safe, well-attended community gatherings.
- Lead and partner with volunteers, contractors and accounting to run festival ticketing, invoices, and artist and vendor coordination.

## 2. MICA Gallery

- Oversee exhibits, including contracting artists, hanging/closing shows and holding artist receptions. Manage gallery art sales.
- Rentals/Meetings -- Assist Event Coordinator in coordinating rentals, tours, contracts and schedules.

## 6) Networking and External Relations

- Represent MICA in partnerships with such community organizations as Old Town Commercial Association, Arts Council of Greater Lansing, Greater Lansing Festival Alliance, and Grand River Connection. Ensure MICA participation in events held by such organizations.
- Serve as a visible ambassador for MICA's mission and values, including attending networking events and conferences. .

## 7) Financial Oversight and Compliance

- Oversee financial processes and controls (bookkeeping support provided).
- Approve expenses, payments, and contracts in coordination with the Treasurer.
- Monitor the annual budget and provide financial reports to the Board.
- Ensure compliance with nonprofit regulations, licenses, permits, insurance requirements, and annual filings.
- Maintain strong internal controls and transparent financial practices.

## 8) Lowertown Lofts Property Management

- Interview potential tenants.
- Ensure leases are completed and signed. •
- Follow up on tenant concerns and maintenance. •
- Ensure monthly billings are produced and rent

collected.

## **FESTIVAL WORKLOAD**

MICA produces two major annual festivals. While this is a part-time role year-round, hours will temporarily increase during festival weeks to support cash reconciliation, sponsorship revenue processing, and post-event financial reporting.

## **QUALIFICATIONS**

- Bachelor's degree or higher preferred
- Experience in nonprofit operations, finance, or administration
- Background in the arts
- Strong understanding of budgets, financial controls, and reporting
- High attention to detail and discretion
- Experience working with Boards and Treasurers preferred
- Comfortable working independently in a small nonprofit - Self-directed, organized, and process-oriented

Please send resume, cover letter and three professional references to [mica@micharts.org](mailto:mica@micharts.org) . Position will remain open until filled.

