

MDCR Executive Director Job Description

Introduction

The Michigan Civil Rights Commission (MCRC), created by the 1963 Michigan Constitution, is searching for an Executive Director of the Michigan Department of Civil Rights (MDCR). The state legislature established the MDCR in 1965 as the MCRC's enforcement arm to implement the policies of the MCRC and to ensure the civil rights of everyone living in or visiting Michigan -- regardless of religion, race, color or national origin in the areas of housing, education, employment, public accommodation and public service. Also included under the statutory protection are height, weight, genetic information and misdemeanor arrest record in employment, and familial status in housing. The MDCR accepts sexual orientation and gender identity complaints in the areas covered by Michigan civil rights law.

Duties and Responsibilities

The Executive Director is responsible for implementing the public policy set forth by the MCRC. This includes providing executive leadership for the MDCR and its more than 90 employees working in five offices throughout the state. The Department enforces the civil rights statutes within the state, primary among them is the Elliott-Larson Civil Rights Act of 1976. The MDCR is also home to the Michigan Women's Commission; the Division of Deaf, DeafBlind and Hard of Hearing; and the ADA Compliance Office. The position reports directly to the MCRC.

The Executive Director's responsibilities include, but are not limited to:

- Overseeing the administration and strategic plan of the department, complaint investigation, and outreach educational programs that promote voluntary compliance with our civil rights laws;
- Establishing the MDCR's accountabilities and providing overall supervision and guidance for all organizational staff, including direct supervision and mentoring of the management team;

- Promoting excellent performance of the MDCR and maintaining (re-establishing) employee morale and team cooperation;
- Representing standards that uphold the integrity of the MDCR and the civil rights laws to internal and external audiences through public engagements, including media opportunities and the MDCR's social media presence;
- Developing strategies and providing sound, supported advice, counsel, and guidance to the MCRC;
- Recommending an annual fiscal budget to the MCRC for consideration and approval; and establishing sound financial practices that adhere to the MDCR's budget plan;
- Working cooperatively with all applicable federal, state and local agencies; and
- Overseeing all funding efforts, including the development of relationships and submissions of grant proposals.

Candidate Credentials

- A demonstrated commitment to civil rights and equal opportunity for all;
- Experience with civil rights investigations and enforcement OR a strong understanding of the law and the framework/jurisdiction in which civil rights are enforced. Knowledge of Michigan civil rights statutes and protections is preferred;
- Demonstrated strong management, organizational, and leadership skills, including the ability to develop, implement, supervise complex organizations, including human resources, budgets, projects, administration, constituent/customer relations, and to support and nurture staff;
- Strong analytic and planning skills;
- Excellent interpersonal and team skills;
- Well organized, assertive and able to work independently and collaboratively;
- Ability to work under pressure, while juggling multiple tasks simultaneously;
- Successful fundraising track record;
- Minimum of ten years' experience in an executive leadership role; and

- BS degree required, Masters or JDs preferred.

Salary

Commensurate with experience, but starting at approximately \$160,000 per year.

Benefits

The State of Michigan offers a generous benefits plan which is described behind the benefits tab at: <http://agency.governmentjobs.com/michigan/default.cfm>.

Application Procedure

Interested candidates should apply through State of Michigan online posting system:

NEOGOV <http://agency.governmentjobs.com/michigan/default.cfm>.

The Michigan Civil Right Commission is an equal opportunity employer.