

Michigan Fitness Foundation Position Description

POSITION:	Safe Routes to School Director
FTE:	1.0 (80 hours per two week pay period)
EDUCATION:	Bachelor's degree required; MA, MS or higher degree preferred in Education, Communication, Community Development, Political Science, Public Health or similar field. Minimum of 5 years experience in management and leadership positions in the non-profit sector, including evaluation, grant development and oversight, staff supervision, and multidisciplinary outreach.
SALARY:	\$67,000
DESCRIPTION:	Lead a dynamic team of professionals to change the behaviors of a generation and promote healthy lifestyles. Direct all aspects of the Michigan Fitness Foundation (MFF) Safe Routes to School (SR2S) contract with the Michigan Department of Transportation (MDOT), including meeting federal and state requirements and working collaboratively with MDOT to plan and implement program objectives. Supervise staff and oversee state network subcontractors and state evaluation to achieve contract goals and objectives.

RESPONSIBILITIES:

The Director for Safe Routes to School reports to the Vice President of Operations at the Michigan Fitness Foundation. Responsibilities include (but are not limited to):

- MFF-MDOT SR2S program strategic design and planning.
- MFF-MDOT SR2S contract development and implementation.
- MFF-MDOT annual work program and budget completion, staffing, and implementation.
- SR2S staff hiring, training, and supervision.
- MDOT-SR2S liaison and management team coordination.
- Assist V.P. of Operations at MFF to align SR2S goals and objectives with the Foundation's mission and maximize outcomes.
- Present at national, state, and regional conferences and meetings, and represent SR2S in other forums.
- Work with state evaluation leader to accomplish objectives of Michigan SR2S evaluation.
- Complete MDOT reports, including monthly reports, quarterly detailed progress reports, and other reports as needed or requested.
- Assist MFF and MDOT leadership with special projects as requested.
- Other duties as assigned.

QUALIFICATIONS:

- Demonstrated commitment to the principles and practices of the Safe Routes to School movement and federal program.
- Demonstrated commitment to the mission and vision of the Michigan Fitness Foundation.
- Ability to think critically about complex issues, identify solutions to problems, and successfully implement solutions.
- Thorough knowledge of, and experience with, evaluation design and implementation.
- Excellent written, verbal, and conceptual communication skills.
- Demonstrated ability as a presenter at national, state, and regional conferences and meetings.
- Ability to train and supervise staff to achieve current and emerging objectives.
- Demonstrated commitment to integrity, high quality work outcomes, self- initiative, service to all children in Michigan, and teamwork.

APPLICATION DEADLINE: February 1, 2011

Please send a cover letter, resume, and references to:

By U.S. Mail to: Michigan Fitness Foundation
Attn: Mike Maisner
P.O. Box 27187
Lansing, MI 48909

Or by e-mail to: mmaisner@michiganfitness.org