

The Executive Director of The Cycle Conservation Club of Michigan works with the Board of Governors (BOG) to provide the leadership and direction necessary to fulfill the mission and vision of the CCC and continue the growth and positive reputation of the organization. This full-time position leads a coalition of volunteers dedicated to advancing ORV recreation in Michigan. Some of the Executive Director responsibilities include:

- Oversee all operations of the CCC.
- Develop financial resources to sustain all operations of the CCC.
- Supervise and assign tasks to Volunteers and staff to achieve objectives and complete tasks established by the BOG.
- Represent the CCC at events and with other organizations.
- Develop and maintain relationships with donors, partners and agencies.
- Recommend course of action to the CCC BOG based on observations on the job.
- Recruit potential Volunteers.
- Draft and recommend agendas for CCC meetings.
- Report to the BOG at-least monthly.
- Accountable to and report to the President of the CCC.
- All actions by the Executive Director on behalf of the CCC must be consistent with the mission and goals of the club.
- Applicant should possess a very strong background in ORV recreation, have excellent verbal and written skills along with a willingness to travel often, including weekends and holidays.

Interested applicants will need to submit a cover letter along with an updated resume to CCC of Michigan President Steve Smalla. Email address: sjsmalla@charter.net Steve can also be contacted on his cell at 269-650-0030.