



Interim Executive Director Crooked Tree Arts Center

Position Title: Interim Executive Director

Location: Crooked Tree Arts Center, 461 E Mitchell Street, Petoskey, MI 49770

Reports To: Chair of the Board of Directors

Status: Contract, Temporary, Exempt

Position Summary: The Interim Executive Director will provide steady leadership and operational oversight during the transition to a permanent Executive Director, ensuring continuity of operations, support for staff, and effective collaboration with the Board of Directors.

Time Frame: Expected length of contract 6-12 months, determined by successful hiring of new Executive Director. Minimum Thirty (30) days' notice for contract termination or extension.

Reporting: The Interim Executive Director will report directly to the Chair of the Board of Directors. The Board Chair will consult with the Executive Committee on necessary decisions pertaining to the Executive Director's role and responsibilities.

Supervisory Role:

The Interim Executive Director will directly supervise the directors of:

- School of Ballet
- Visual Arts
- Development
- Business
- Facilities
- Administration
- Traverse City Site

An organizational chart and position descriptions will be provided upon hiring.

Key Responsibilities:

- Provide overall leadership and oversight of the day-to-day operations of Crooked Tree Arts Center.
- Guide and coordinate with key staff and department directors to ensure programs and events are delivered with excellence, effectively promoted, well attended, completed on schedule and managed within budget.
- Support ongoing fundraising efforts, donor stewardship, and grant obligations in partnership with the Development Director.
- Collaborate with the Board Chair to address organizational, operational, and personnel matters as they arise.
- Lead weekly leadership/staff meetings to ensure communication, accountability and organizational alignment.

- Meet weekly with the Board Chair to provide updates and discuss priorities, challenges, and organizational alignment.
- Visit the Traverse City campus at least once each week to support staff, oversee operations, and maintain organizational consistency.
- Monitor and document ongoing program, personnel and financial progress and any concerns or issues in implementing.
- Maintain thorough records of key decisions, ongoing initiatives, and outstanding items to support organizational continuity.
- At the conclusion of the contract, provide a comprehensive transition report with notes of activities and decisions made.
- Meet with appropriate Board Members and new Executive Director hire for seamless pass down.

Qualifications:

- Bachelor's degree from an accredited four-year college or university.
- Minimum of five years of senior leadership experience in a community-focused nonprofit organization; arts administration experience preferred.
- Demonstrated success leading a complex, multi-department organization.
- Experience managing organizational budgets and financial oversight.
- Proven experience in fundraising, grant writing, and donor engagement.
- Excellent written, verbal, and interpersonal communication skills.
- Experience working collaboratively with a Board of Directors or Board of Trustees.
- Strong organizational, leadership, and decision-making skills with the ability to manage multiple priorities.

Application Process:

Interested applicants should submit the following materials:

- Cover letter outlining their experience and qualifications
- Resume
- Three references, including at least two professional references and one community reference.

Application materials should be submitted to Grace Darden at grace@crookedtree.org.

Applications received by August 31, 2026 will receive priority consideration.

Compensation: Salary is commensurate with experience