



Interim Managing Director - Traverse City Crooked Tree Arts Center

Position Title: Interim Managing Director

Location: Crooked Tree Arts Center, 322 Sixth St., Traverse City, MI

Reports To: Executive Director

Status: Contract, Temporary, Exempt

Position Summary: The Interim Managing Director of Crooked Tree Arts Center (CTAC) serves as the Site Director for the Traverse City campus, overseeing day-to-day operations, events, activities, and programming. This role provides strategic leadership, manages key staff, and is responsible for budget oversight, fundraising, development, and marketing initiatives specific to Traverse City during the transition period to a permanent Managing 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 and Managing Director. Minimum Thirty (30) days' notice for contract termination or extension.

Opportunity for Permanent Position: The Interim Managing Director is welcome to apply for the permanent Managing Director position when it is posted and will be considered through the same hiring process as other candidates. Appointment to the interim position does not guarantee or preclude consideration for the permanent role.

Reporting: The Interim Managing Director will report directly to the Executive Director.

Key Responsibilities:

- Serve as the primary director for CTAC's Traverse City location, overseeing day-to-day operations and representing the organization within the community.
- Supervise, mentor, and support the Traverse City staff while fostering a collaborative, positive, and mission-driven work environment.
- Oversee all Traverse City programs and ensure they align with CTAC's mission and community needs.
- Conduct weekly Traverse City staff meetings to ensure communication, accountability, and organizational alignment.
- Support ongoing fundraising efforts, donor stewardship, and grant obligations in partnership with the Development Director and Executive Director
- Work closely with the Executive Director, Business Director, Executive Committee, and Treasurer to manage and oversee the Traverse City budget.
- Oversee the planning and execution of Traverse City events including opening receptions, fundraising events, Paint Grand Traverse, and other community events.

- 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.
- Assist with special projects and perform other duties as assigned by the Executive Director.
- Maintain a flexible schedule, including evenings and weekends, to support programs, events, and organizational needs.

Qualifications:

- Bachelor's degree from an accredited four-year college or university in Arts Administration, Business, Nonprofit Management, or a related field. Master's degree preferred.
- Minimum of five years of progressive leadership experience in a nonprofit, arts, or community-focused organization.
- Demonstrated success managing programs, operations, budgets, and staff within a multi-faceted organization.
- Experience in fundraising, grant management, donor cultivation, and community engagement.
- Strong financial management and organizational planning skills.
- Excellent written, verbal, and interpersonal communication skills.
- Experience building collaborative relationships with community partners, volunteers, donors, and a Board of Directors or advisory committee.
- Proven leadership, organizational, and decision-making skills, with the ability to manage multiple priorities in a dynamic environment.

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:

Russ Knopp at russknopp@comfortkeepers.com

Applications will be reviewed on a rolling basis. For best consideration, applications should be received by August 31, 2026.

Compensation: Salary is commensurate with experience.