

21 September 2026

Request for Applications Interim Executive Director InvestMitt Cooperative

Reports to: InvestMitt Board of Directors

Status: Full-Time 9-12 Month Contract

Location: Northern Michigan (Emmet & Charlevoix Counties)

About InvestMitt

InvestMitt is an innovative nonprofit cooperative working to expand workforce housing in Emmet and Charlevoix counties through community investment. By connecting local investors with housing projects, InvestMitt is creating a new model to help address one of northern Michigan's most pressing challenges. Additional information is available at www.investmitt.org

Why Join InvestMitt?

InvestMitt launched its Community Investment Fund in January 2026 and is actively engaged in a campaign to finance its first project: to purchase and preserve an existing, locally-owned, well-maintained 24-unit apartment complex in Petoskey that offers affordable rents for its tenants. With this project, InvestMitt is entering an exciting new phase of growth. This is a unique opportunity to fill the organization's first professional staff position and help build what may be the nation's first rural community investment model dedicated to workforce housing.

Working alongside an engaged Board of Directors, you will establish the organization's operations, build partnerships, and help turn an innovative vision into lasting community impact.

Organizational Structure

InvestMitt is governed by a volunteer Board of Directors that provides strategic direction, fiduciary oversight, and governance of the Community Investment Fund. A new, standing Board of 11 members was elected by InvestMitt's membership at the end of August, 2026. The Board has four committees: Development, Communications, Buildings, and Investment. As the organization's first and sole professional staff person, the Interim Executive Director leads daily operations and implements the Board's strategic priorities.

Primary Responsibilities

Interim Organizational Leadership

- Provide day-to-day organizational leadership and management.
- Oversee contractors, volunteers, and organizational operations.
- Coordinate and prioritize organizational activities in light of current fundraising campaign, property acquisition, and organizational development goals.

- Support fundraising activities, including investor and donor cultivation, grant strategy, and board engagement in fundraising.
- Maintain organizational momentum throughout the engagement.
- Help the Board understand what organizational capacity, leadership, and staffing will be needed as InvestMitt moves into its next stage of development.

Organizational Capacity Building

- Review, improve, and implement financial and operational procedures, member and investor relationship systems, and administrative processes.
- Develop and strengthen organizational systems that support current and anticipated fundraising, budgeting and financial reporting, property operations, and organizational growth.
- Develop or refine key policies, procedures, and organizational documentation.

Campaign & Resource Development

- Work with the Board and the Development Committee to advance the on-going fundraising campaign and meet agreed-upon campaign milestones and timeline goals.
- Maintain and refine the campaign work plan, including key activities, responsibilities, prospective funders/donors, and near-term fundraising targets.
- Support investor, member and other funder cultivation, solicitation, follow-up, and stewardship.
- Help establish clear roles for the Board, Executive Director, volunteers, and other participants in fundraising.
- Monitor campaign progress and provide regular updates to the Board regarding progress toward financial and timeline goals.
- Identify opportunities, gaps, and risks in the current fundraising strategy and recommend adjustments as needed.
- Help build fundraising systems and relationships that can be carried forward by the permanent Executive Director.

Property Acquisition & Operations

InvestMitt's first project is the purchase of an existing 24-unit apartment complex in Petoskey.

- Support the acquisition and transition of ownership of the apartment property, in coordination with the Board, Buildings Committee, and contracted property management personnel.
- Help establish the organizational systems, roles, and responsibilities necessary for effective ownership and oversight of the property.
- Coordinate with the selected property management firm and other contractors or professional advisors, as appropriate.
- Help ensure that property operations are aligned with InvestMitt's mission, financial objectives, and commitments to residents and the community.
- Bring significant property-related decisions, risks, or issues to the Buildings Committee and the Board with appropriate recommendations.

Leadership Transition

- Identify responsibilities that should remain with volunteers and those that should transition to staff over time.
- Contribute to the development of the position description for a permanent Executive Director
- Develop the recruitment plan and hiring timeline for the Executive Director.
- Together with the Board's Executive Committee, prepare recruitment materials, interview questions, and candidate evaluation tools.
- Manage the search process in partnership with the Board of Directors.
- Support candidate selection and hiring.
- Facilitate onboarding and leadership transition to the new Executive Director.

Qualifications

- Demonstrated leadership experience in nonprofit management, community development, housing, economic development, finance, or a related field.
- Experience in fundraising, grant writing, and building collaborative partnerships.
- Strong financial management, budgeting, and organizational skills.
- Excellent communication and relationship-building abilities.
- Experience working effectively with volunteer boards and diverse community stakeholders.
- Ability to lead in a dynamic, entrepreneurial environment and manage multiple priorities.

Preferred

- Knowledge of workforce or affordable housing.
- Experience with community investment, lending, real estate, cooperative organizations, or community finance.
- Experience building or growing organizations during periods of change.

Work Environment & Benefits

InvestMitt offers a flexible work environment that includes a combination of remote and in-person work. Regular travel throughout Emmet and Charlevoix counties, attendance at Board and Committee meetings, and occasional evening or weekend events are expected.

This is a contract position for up to 12 months and does not include benefits. The professional fee for the engagement will be commensurate with experience and past salary and/or consulting history, plus any pre-approved travel expenses.

Applications

Applications for this position should be submitted **no later than October 9, 2026**. Applications should include a resume and a cover letter describing why you are interested in the position, what experience you bring to this role, and how you would implement the scope of work. The latter should include your proposed activities and the outcomes you would seek during the first 30, 60, and 90 days of the contract. Applications may be submitted via email to info@investmitt.org or in writing to InvestMitt Cooperative, P.O. Box 216, Petoskey, Michigan.