

8twelve Coalition Executive Director Position Description

Be Part of Something Community-Driven

At the 8twelve Coalition, everything starts with listening.

We are a resident-driven initiative working alongside Neighbors, partners, and community leaders to revitalize neighborhoods through shared vision, collective action, and advocacy. Our goal is simple but powerful: to help create inclusive, thriving neighborhoods where people choose to live, and where resident voices shape what comes next.

We're looking for an Executive Director who believes in that mission and is ready to help bring it to life.

How to Apply

This is a rolling application process, and we encourage interested candidates to apply early. Please send your resume and a cover letter and all questions pertaining to this position to:

8twelvecoalition@gmail.com

About the Role

As Executive Director, you'll serve as the connector, convener, and catalyst behind the Coalition's work.

Reporting to the Governance Council, you'll lead the day-to-day operations of the organization while ensuring our strategic and annual plans, developed with residents and leadership, are brought to life. This role blends leadership, relationship-building, and execution. You'll work closely with Resident Leaders, Action Teams, Partners, and community members to keep momentum moving and priorities aligned.

If you're energized by community voice, collaboration, and turning ideas into meaningful action, this role offers a unique opportunity to make a lasting impact in Muncie.

The compensation for this role is from \$70,000 up to \$80,000 and is based on applicable experience.

What you will do:

Bring Plans to Life

- Execute the Coalition's strategic and annual plans in alignment with resident priorities
- Monitor progress and share updates with the Governance Council
- Keep the work grounded in mission, vision, and a resident-driven approach

Center Resident Voice

- Support and coordinate Resident Leaders
- Ensure communication flows across Action Teams, Partners, and Community Members
- Facilitate meetings and create space for input, feedback, and shared decision-making
- Help elevate resident stories and strengthen trust

Support Action & Implementation

- Guide Action Teams in moving projects forward
- Oversee community programming, events, and volunteer efforts
- Ensure timelines, budgets, and outcomes stay on track

Lead People & Culture

- Recruit, support, and develop staff and volunteers
- Build a collaborative, inclusive, and mission-aligned culture
- Provide coaching and growth opportunities

Build Relationships & Represent the Work

- Serve as a visible and trusted ambassador for the Coalition
- Strengthen partnerships with community organizations, businesses, and civic leaders
- Connect people and resources to advance shared goals

Support Sustainability

- Partner with the Governance Council on fundraising and donor engagement
- Assist with grant reporting and long-term sustainability strategies

Oversee Operations

- Manage day-to-day operations, systems, and processes
- Oversee budgeting and financial tracking in partnership with fiscal agent Health Services
- Ensure compliance with organizational and financial practices

What You Bring

Required Qualifications

- 3+ years of leadership experience in nonprofit, community development, grassroots organizing, or a related field
- Bachelor's degree in a relevant field
- Experience managing programs, people, and partnerships
- Strong organization and project management skills
- Excellent communication skills, including verbal and written communication skills
- Ability to work collaboratively with diverse communities
- A clear commitment to resident-driven, community-centered work
- Comfort and competency with current technology
- Strong presentation and public speaking skills

Preferred Qualifications

- Master's degree
- 5+ years of relevant experience
- Experience working with boards or governance structures
- Familiarity with neighborhood revitalization or the Muncie community
- Fundraising or grant-writing experience
- Budget and financial management experience
- Willingness to reside in Muncie, Indiana

What to Expect

This role includes a blend of office work and community-based engagement. You'll regularly attend meetings, events, and neighborhood activities, with some evening and weekend involvement to support community connection.

You'll collaborate closely with Resident Leaders, Action Teams, the Governance Council, Partners, and the Coalition's fiscal agent, Health Services.

Equal Opportunity Employer

The 8twelve Coalition is an equal opportunity employer. We are committed to building an inclusive environment for all and welcome applicants of all backgrounds, identities, and experiences. We do not discriminate based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected status.