



EXECUTIVE RECRUITMENT

Township Manager

DeWitt Charter Township, Michigan

SALARY: \$145,000 to \$165,000 DOQ

Great leadership is in our nature.

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OPPORTUNITY SUMMARY

DeWitt Charter Township is seeking an experienced and forward-thinking leader to step into the role of Township Manager. Nestled in the heart of Michigan's Tri-County Region, DeWitt Charter Township uniquely balances small-town charm with the conveniences of modern amenities.

Located in a thriving economic region with a surrounding population of over 470,000, DeWitt Charter Township benefits from the proximity of influential institutions like the Capital Region International Airport, Michigan State University, and the State Capital. These establishments not only provide a strong economic foundation but also bring rich cultural and educational experiences to the community. The township's diverse housing landscape, ranging from traditional homes to contemporary developments, appeals to families, young professionals, and retirees alike.

Education is central to the community's identity, with five school districts, including the renowned DeWitt Public Schools, offering exceptional academic programs and a commitment to extracurricular activities, sports, and community engagement. These schools cultivate an environment where students are encouraged to thrive both academically and personally, making DeWitt Charter Township a place where families can put down roots and grow.

For outdoor enthusiasts, DeWitt Charter Township boasts an abundance of parks and green spaces, including the expansive DeWitt Charter Township Granger Meadows Park, featuring walking trails, playgrounds, and sports facilities. The township's natural beauty is complemented by its close proximity to Lansing, providing residents with easy access to diverse shopping, dining, and entertainment options. This unique combination of suburban tranquility and city accessibility ensures a well-rounded and fulfilling lifestyle for all who live here.

DeWitt Charter Township values connection, growth, and quality of life. We are excited to invite leaders who are inspired to make a lasting impact on the community. If you're ready to lead with vision and heart, we encourage you to apply and be part of DeWitt Charter Township's future.

DEWITT CHARTER TOWNSHIP COMMUNITY AT A GLANCE



POPULATION
15,350



TRI-COUNTY REGION
POPULATION
473,203



HOUSEHOLDS
6,024



MEDIAN HOME VALUE
\$236,700



MEDIAN INCOME
\$83,989

TOP FIVE REASONS WHY YOU WANT TO BE OUR NEXT TOWNSHIP MANAGER

- 1. Drive Economic Development:** DeWitt Charter Township is a prime location that is near major transportation hubs and academic institutions making it an optimal area for cultivating business growth and opportunity.
- 2. Develop a Collaborative Team Environment:** Lead a dedicated team committed to excellence by fostering a culture of cohesion, collaboration, and shared purpose.
- 3. Safeguard Fiscal Health and Stability:** Maintain the township's strong financial foundation through sound budgeting and resource management that aligns with community priorities.
- 4. Champion Outdoor and Recreational Spaces:** Support the preservation and enhancement of the township's parks, trails, and natural areas.
- 5. Create a Lasting Legacy:** Help shape the township's future by guiding economic growth, building strong teams, and ensuring financial stability, leaving a positive impact that will be felt for years to come.

REGIONAL ATTRACTIONS

Nestled near Lansing, the township enjoys a rich blend of recreational, educational, and cultural attractions that make it a truly vibrant community. Residents and visitors alike appreciate the area's scenic parks, family-friendly activities, and a variety of outdoor spaces that invite relaxation and adventure. With strong community ties and a commitment to preserving its natural beauty, DeWitt Charter Township has become a sought-after place for those looking to settle in a warm and inviting community.

What attracts thousands of people to DeWitt the area, and what factors lead residents to call this region home?

- Capital Region International Airport
- State Capital
- Michigan State University
- Impression 5 Science Center
- Potter Park Zoo
- Michigan History Museum
- Looking Glass River



DEWITT CHARTER TOWNSHIP OPERATIONS

MISSION

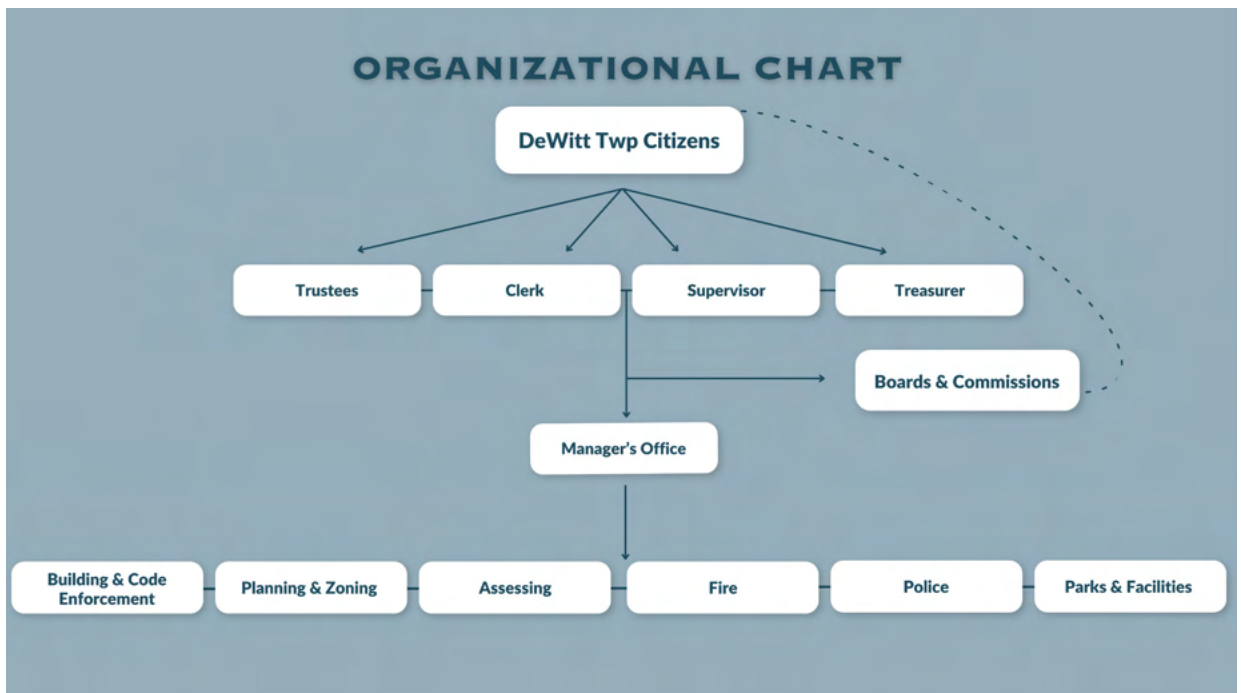
Ensure public safety and provide financially responsible, efficiently delivered services in a visionary, proactive and sustainable manner.

VISION

DeWitt Charter Township's fiscally responsible, citizen focused Government promotes a high quality of life that makes our community a leading destination for families and businesses.

DEWITT STRATEGIC INITIATIVES

- **Public Safety:** Ensure that the residents and businesses of DeWitt Charter Township are safe and secure.
- **Fiscal and Organizational Excellence** - Fiscally responsible with Township dollars and capable of funding the Township's resource demands for immediate and long-term sustainability while delivering efficient high quality customer service.
- **Community and Economic Development** - Ensure that the community has a vibrant, robust and diversified economy in all sectors.
- **Infrastructure** - Develop and maintain infrastructure that is both sustainable for current needs and adequately prepared for future development.
- **Quality of Life** - Ensure that the trafficked areas of the Township are walkable and that we have first class parks, recreation amenities, and programs/events. Additionally, the Township will promote environmental awareness.



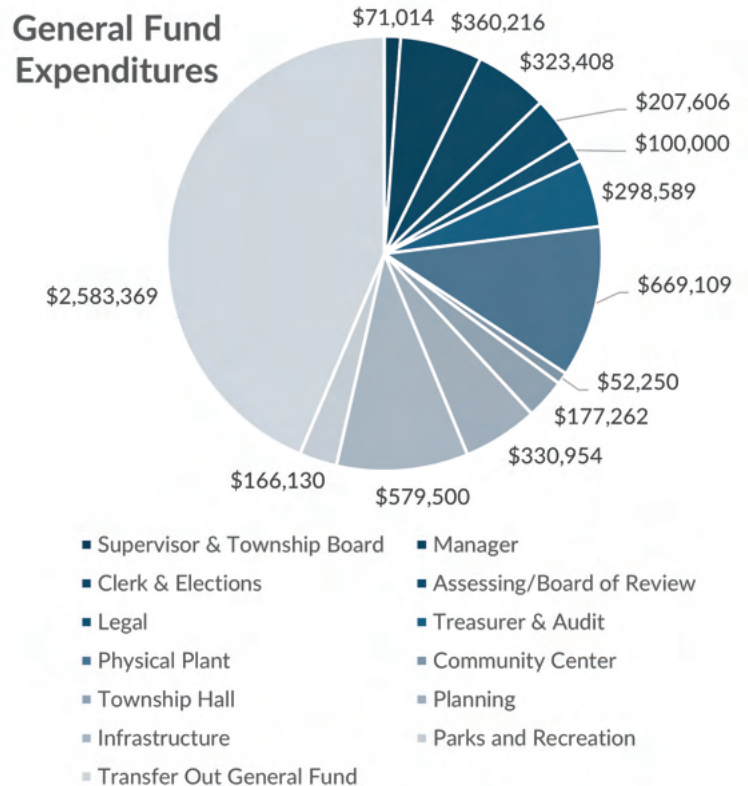
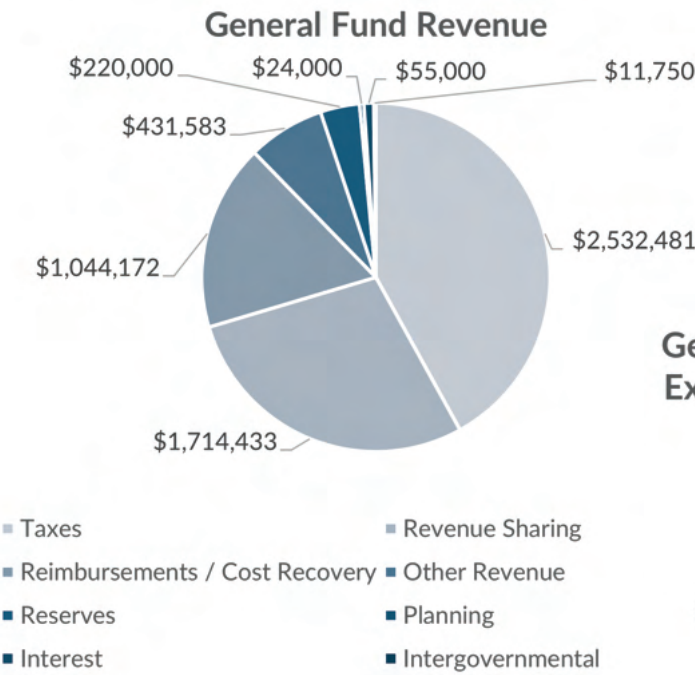


DEWITT CHARTER TOWNSHIP BUDGET

DeWitt Charter Township operates under a Board-Manager form of government, where the elected Township Board sets policies, and the appointed Township Manager oversees daily operations and implements the Board's directives. Known for its commitment to efficient and responsive service, the township works collaboratively with residents, businesses, and regional partners to enhance quality of life and support sustainable growth.

In 2024, the Township's Proposed Annual Budget is balanced and strategically aligned with state requirements, totaling \$10.95 million across all funds. Revenues primarily come from property taxes, accounting for 41.97% of the General Fund, with additional support from state revenue sharing at 28%. While property tax growth is limited by Proposal A and the Headlee Amendment, the township has benefited from a steady increase in taxable value due to residential and commercial development.

Expenditures for 2024 are projected to decrease by 20%, reflecting fewer transfers to reserve accounts and focusing on essential services, including \$2.58 million allocated for public safety and \$350,000 for road maintenance. Strategic investments in non-motorized transportation, employee compensation, and healthcare have been incorporated to support community needs. The township's fund balance is projected at 14.6% without bond reimbursements and 19.8% with them, aligning with fiscal policies and ensuring financial stability for the future.



WHAT WE ARE LOOKING FOR...

The DeWitt Charter Township Manager serves as the chief administrative officer, under the direction of the Board of Trustees. The Manager is tasked with overseeing the efficient and effective management of all township operations and public improvements. The Manager ensures the enforcement of township laws and ordinances, supervises all departments comprised of 79 employees, manages financial and physical resources, and serves as the primary advisor to the Township Board.

This role is integral to the strategic planning and operational success of DeWitt Charter Township, ensuring the delivery of high-quality services to residents and the continuous improvement of the community.

IDEAL SKILLS

STRATEGIC LEADER

- Brings a well-rounded understanding of local government service areas.
- Exercises informed, independent decision-making.
- Demonstrates creativity in fiscal strategy and resource management.
- Proactively seeks opportunities for economic development and community growth.

LEADS WITH EMPATHY

- Understands and considers diverse perspectives in decision-making.
- Listens actively to ensure comprehension and build understanding.
- Navigates complex situations with flexibility and compassion.
- Anticipates and responds to the evolving needs of the organization and community.

BUILT FOR CHANGE

- Embraces adaptability to meet shifting community priorities.
- Assesses the current landscape thoughtfully before pursuing change.
- Encourages collaborative approaches to enhance service delivery efficiency.
- Challenges traditional practices by asking “why” and fostering innovation.

TEAM BUILDER

- Fosters an open, approachable atmosphere as a mentor and team leader.
- Builds trust and unity to create a strong, cohesive team foundation.
- Aligns team efforts with the township's mission, vision, and strategic goals.
- Actively shows appreciation and respect for the contributions of team members.

EMOTIONALLY INTELLIGENT CANDOR

- Communicates openly and honestly, even in difficult conversations.
- Exhibits sincerity and integrity in all interactions.
- Maintains the strength to say “no” when necessary, with a willingness to explain the reasoning.
- Balances transparency with empathy, fostering trust and respect.

DIVERSITY

Diversity of heritage, identity, thought, talent, and life experience bolsters the opportunities for enrichment, strengthening individuals, teams, organizations, and communities. DeWitt Charter Township is an Equal Opportunity Employer and shares these values. Candidates of all backgrounds, perspectives, who value public service, and seek to work with a team who appreciates our individual and unique differences are encouraged to apply.

ABOUT THE POSITION

The Township Manager is responsible for the daily operations of DeWitt Charter Township. These examples do not include all of the duties which the Manager may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Specific Duties & Responsibilities:

- Lead and supervise all operations of the Township's departments and staff, ensuring alignment with the township's goals and policies.
- Assess and monitor operations to ensure that services are provided in an efficient, cost-effective and timely manner.
- Work with staff to stay on top of trends in each area of operations.
- Ensure that all township laws, ordinances, and board policies are effectively enforced and adhered to, maintaining a lawful and orderly community.
- Collaborate with the Township Board to develop and implement strategic plans, including master plans, land use plans, and economic development strategies, that guide the township's growth and sustainability.
- Prepare, present, and manage the township's annual budget, ensuring fiscal responsibility and alignment with the township's strategic priorities.
- Oversee human resources operations for all township employees, overseeing recruitment, policy development and enforcement, training, evaluation, and development. Foster a positive, inclusive, and productive work environment.
- Manage relationships with labor unions, negotiate collective bargaining agreements, and ensure compliance with labor laws and township policies.
- Act as the primary staff representative of the township, engaging with residents, businesses, and other stakeholders to address concerns, gather feedback, and build community trust.
- Plan, coordinate, and manage capital improvement projects, ensuring projects are completed on time, within budget, and to the highest standards of quality.
- Build and maintain strong relationships with county, state, and federal officials, as well as neighboring municipalities, to coordinate regional efforts, secure resources, and advocate for the township's interests.
- Serve as the lead communicator during emergencies, providing clear, accurate, and timely information to the public and coordinating the township's response.
- Other duties as assigned.





OPPORTUNITIES SPOTLIGHT: ECONOMIC DEVELOPMENT

With its strong educational resources, accessible transportation infrastructure, high quality of life, and strategic planning, DeWitt Charter Township is well-positioned to attract and support businesses, fueling economic growth and development in the region.

DeWitt Charter Township's strategic location near major highways like US-127 and I-69 offers easy access for both commercial and private transportation, making it an ideal spot for businesses looking to benefit from a well-connected transportation hub. The nearby Capital Region International Airport further enhances these opportunities.

The township also benefits from its proximity to Michigan State University (MSU), a center for research and innovation. MSU's Facility for Rare Isotope Beams (FRIB), funded by the U.S. Department of Energy, MSU, and the State of Michigan, attracts researchers from around the world to study rare isotopes and their potential applications in society. This cutting-edge research facility provides options for collaboration within the industry.

OTHER OPPORTUNITIES:

UPDATING THE TOWNSHIP'S COMPREHENSIVE PLAN

In July 2024, the Township Board partnered with Williams & Works, Inc. to update DeWitt Charter Township's Comprehensive Development Plan. This plan will include fresh community input on housing, economic growth, and changing land-use needs through an engaging, collaborative approach. The new Township Manager will have the exciting chance to guide the plan's implementation and make a lasting impact on DeWitt's future.

STRATEGIC RENEWAL AND SERVICE INNOVATION

As the Township updates its Comprehensive Plan, it's also time to refresh the Strategic Plan, which wraps up in 2025. This renewed plan will bring the Board, Township Manager, and department leaders together around shared goals, creating a focused path forward amid new challenges and opportunities. With DeWitt Charter Township's growth, it is moving beyond the "one person, many hats" approach. The new Township Manager will need to collaborate with elected officials and department heads to reimagine the Township's structure, ensuring we remain efficient and responsive in delivering public service.

BUILDING A STRONGER VOICE

DeWitt Charter Township wants to tell its story in a way that helps everyone understand the mission, celebrate accomplishments, and they learn about the work behind decisions. We're looking for a Township Manager who values clear, consistent communication, helping us share our successes, tackle challenges openly, and connect meaningfully with the community.

CHALLENGES SPOTLIGHT: GROWING PAINS AND PUBLIC SAFETY

Like many growing communities, DeWitt Charter Township is evaluating its current staffing models for emergency response. To support this effort, McGrath Consulting Group conducted a staffing study, recommending increased staffing levels and enhanced technology for both the fire and police departments.

Rising costs, the need to reduce reliance on paid on-call firefighters, and the introduction of a new union environment have added complexities to the relationship between the Township Manager's Office and Public Safety staff. A significant part of this challenge stems from a lack of clarity around the Township Manager's role in implementing the policies and procedures set by the Township Board.

The new Township Manager will have the opportunity to facilitate essential discussions on public safety staffing, fostering stronger relationships and a shared understanding of public safety's role in supporting Board policy and delivering vital services to the community.

OTHER CHALLENGES:

CLARIFYING THE ROLE OF THE TOWNSHIP MANAGER AND THE MANAGER'S OFFICE

There's a need within some parts of the Township to strengthen understanding around the board/manager governance system. The new Township Manager will work closely with the Board to establish a clear, shared vision of the role and responsibilities of the Manager's Office to promote alignment throughout the organization. The strategic planning process offers a valuable opportunity to discuss these expectations, and setting clear roles early on will be essential for creating a collaborative and supportive work environment.

STRENGTHENING MUNICIPAL COLLABORATIONS

DeWitt Charter Township has longstanding partnerships with neighboring communities for services like Assessing, Building, Sewer Utilities, and Recreation through the DeWitt Area Recreation Authority (DARA). While these collaborations have been successful over the years, growing expectations and community needs can occasionally present challenges. As these services evolve, the new Township Manager will have the responsibility of nurturing strong, positive relationships with local leaders and exploring additional opportunities to work together to meet shared goals.

BALANCING BUDGET PRIORITIES

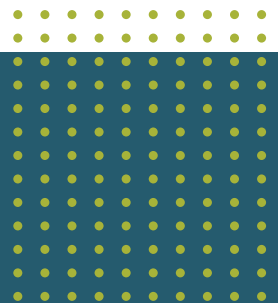
Although the Township has maintained a stable budget, new priorities are emerging that call for a thoughtful review of the community's long-term financial sustainability. Rising capital investments, increased staffing needs, and inflationary pressures mean it's time for a fresh look at the Township's fiscal outlook. In the years ahead, important discussions are anticipated about balancing these expenses with the Township's revenue structure to ensure the community's needs are met responsibly.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, Urban Planning, or a related field. A Master's degree in a relevant discipline is strongly preferred.
- A minimum of 3 to 5 years of progressively responsible experience in municipal government management or a combination of both education and experience.
- Demonstrated leadership, organizational, and communication skills. Proficiency in public administration, municipal finance, human resources management, and strategic planning.
- Demonstrated knowledge and understanding of community engagement, collaborative partnerships, professional management, and outreach.
- Strong communication skills are required for this position, including relationship development, emotional intelligence, and political acumen.

SALARY & BENEFITS

- Compensation: \$145,000-\$165,000 DOQ
- Defined Contribution
- Health, Dental, and Vision Insurance
- Life Insurance
- Short and Long Term Disability
- Voluntary Benefits: Deferred Compensation, Flexible Spending Account, Voluntary Supplemental Life Insurance



LIVING IN DEWITT TOWNSHIP



In DeWitt Charter Township, residents experience the perfect balance of community, comfort, and convenience, creating a lifestyle that is both fulfilling and enjoyable. Here's a closer look at what makes life in DeWitt truly exceptional:

Community Spirit

DeWitt Charter Township is known for its welcoming, close-knit feel, where the broader DeWitt community come together for a variety of local events. Summer concerts, vibrant festivals, and seasonal markets provide residents with opportunities to connect, celebrate, and enjoy the company of friends and family. This strong sense of community fosters lasting relationships and a sense of belonging.

Diverse Housing Options

The township features a range of housing styles, from charming historic homes to modern new builds, offering options for all stages of life. Whether you're a young professional, raising a family, or looking to settle into retirement, DeWitt Charter Township's neighborhoods cater to a variety of lifestyles, ensuring everyone can find a place that feels like home.

Exceptional Education

DeWitt Public Schools are highly regarded, offering students a balanced education that extends beyond academics. With a commitment to excellence in extracurricular activities, athletics, and community engagement, the schools in DeWitt foster an enriching environment that supports students in every aspect of their development.

Local Charm and Amenities

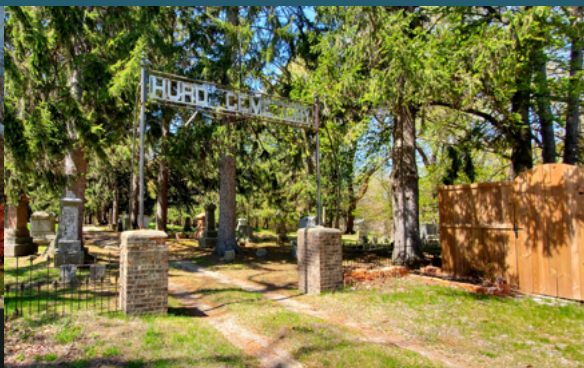
The township and the City of DeWitt are home to a variety of local businesses that add to the communities small-town charm, including quaint coffee shops, family-owned restaurants, and unique boutique stores. These local spots provide a warm and welcoming atmosphere, adding character to the community and giving residents plenty of places to gather and enjoy.

Outdoor Recreation and Green Spaces

Nature lovers will find plenty to explore in DeWitt Charter Township, with several parks and green spaces, such as the expansive DeWitt Charter Township Granger Meadows Park. Walking trails, playgrounds, and sports facilities offer countless opportunities for recreation, relaxation, and connecting with the outdoors. The township's dedication to preserving green spaces contributes to a high quality of life for residents.

Proximity

While DeWitt Charter Township maintains a peaceful, small-town feel, it's conveniently located near Lansing, providing easy access to additional shopping, dining, and entertainment. Residents can enjoy the best of suburban tranquility while taking advantage of the cultural and recreational offerings of a nearby urban center.





DOUBLE HAUL SOLUTIONS

Great leadership is in our nature.

HOW TO APPLY

Candidate review will begin December 6, 2024 with applications being accepted through January 3, 2025.

Please send resume, cover letter, and professional references to nate@doublehailsolutions.com.
Be sure to place “DeWitt Charter Township Candidate” in the subject line.
Please DO NOT APPLY via LinkedIn.

NOTE: To request confidentiality during this executive search process, please indicate your preference in your cover letter.

Any questions or inquiries regarding the position can be made to the attention of:
Nate Geinzer,
Founder and CEO; Double Haul Solutions
nate@doublehailsolutions.com | 248-207-5293

[CLICK HERE FOR MORE INFORMATION.](#)

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