



EXECUTIVE RECRUITMENT

Village Manager

Village of Dundee, Michigan

SALARY: \$120,000 to \$160,000 DOQ

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OPPORTUNITY SUMMARY

The Village of Dundee, Michigan, is seeking a dynamic Village Manager to lead a vibrant and growing community where rich history meets boundless potential. Known for its unique blend of small-town charm, prime location, and thriving economic activity, Dundee offers the perfect environment for a forward-thinking leader to guide its progress and foster community growth. This is an ideal opportunity to shape the future of a spirited village that values collaboration, innovation, and meaningful connections.

Settled in 1823 along the scenic River Raisin and incorporated in 1855, Dundee boasts a storied past reflected in its historic downtown district, which is listed on the National Register of Historic Places. At the heart of the village is the Old Mill Museum, a beloved landmark that showcases Dundee's industrial heritage, including its ties to Henry Ford's Village Industries.

The Village of Dundee, located at the crossroads of M-50 and U.S. Route 23, has earned it the nickname "Hub of the Highways," making it a key destination for businesses and travelers alike. This prime positioning has fueled economic growth, including significant investments from companies like EOI Pioneer, which recently expanded its automotive manufacturing operations in the village. Dundee's thriving industrial sector underscores its potential for continued economic development.

Amid its growth, Dundee has retained its welcoming, small-town atmosphere. From its active, yet under realized downtown and diverse housing options to its unique dining and shopping experiences, the village offers a quality of life that appeals to residents and visitors alike.

The Village of Dundee is seeking a visionary Village Manager to work in partnership with the elected Village Council, by providing strategic leadership and fostering collaboration across the community. This role offers the chance to make a meaningful impact by shaping Dundee's future while honoring its heritage. If you're ready to lead with purpose and guide a community poised for continued success, we encourage you to apply for this exciting opportunity.

VILLAGE OF DUNDEE FAST FACTS



POPULATION
5,758



HOUSEHOLDS
2,438



MEDIAN INCOME
\$73,641



MEDIAN HOME VALUE
\$231,100



BIKESCORE
46/100



WALKSCORE
64/100





COMMUNITY ATTRACTIONS

Nestled along the scenic River Raisin in Monroe County, Dundee is a vibrant village rich in history, community spirit, and regional accessibility, making it a destination for history enthusiasts, outdoor adventurers, and families alike. This is a village where community pride, lively local events and exciting opportunities intersect. Dundee offers something for everyone, making it an ideal place to live, work, and explore.

What attracts thousands of people to Dundee, and what factors lead residents to call this community home?

Local Attractions:

- **Old Mill Museum:** Step back in time at this restored mill, which features views of the River Raisin and Dundee's rich history through fascinating exhibits, artifacts, and photographs.
- **Cabela's:** Experience the "World's Foremost Outfitter" at this massive retail store featuring an indoor aquarium, wildlife displays, and a wide selection of outdoor gear.
- **Recreational Amenities:** Take advantage of the River Raisin's natural beauty with activities like kayaking, canoeing, and fishing, along with access to trails and outdoor spaces perfect for relaxation and adventure.

Local Events:

- **Dundee Mayfly Music Festival:** Kick off summer in June with live music, food vendors, and family-friendly activities that bring the community together.
- **Dundee Farmers Market:** From May to October, explore fresh produce, handmade goods, and local crafts at this bustling market.
- **Dundee Pumpkin Palooza:** Celebrate fall at Wolverine Park and downtown Dundee with kids' games, pumpkin carving, a petting zoo, an art walk, a vendor show featuring handcrafted goods, and the annual Giant Pumpkin Weigh-Off!

Regional Attractions:

- **River Raisin National Battlefield Park (Monroe):** Explore this historic site commemorating the War of 1812, complete with exhibits and scenic walking trails.
- **Sterling State Park (Monroe):** Relax at Lake Erie's shoreline with opportunities for fishing, hiking, and camping.
- **Ann Arbor:** Just a short drive away, Ann Arbor offers world-class museums, theaters, sports, and a downtown filled with shops and restaurants.
- **Toledo Zoo:** Discover over 10,000 animals representing 700 species at one of the nation's premier zoological parks, located in nearby Toledo.

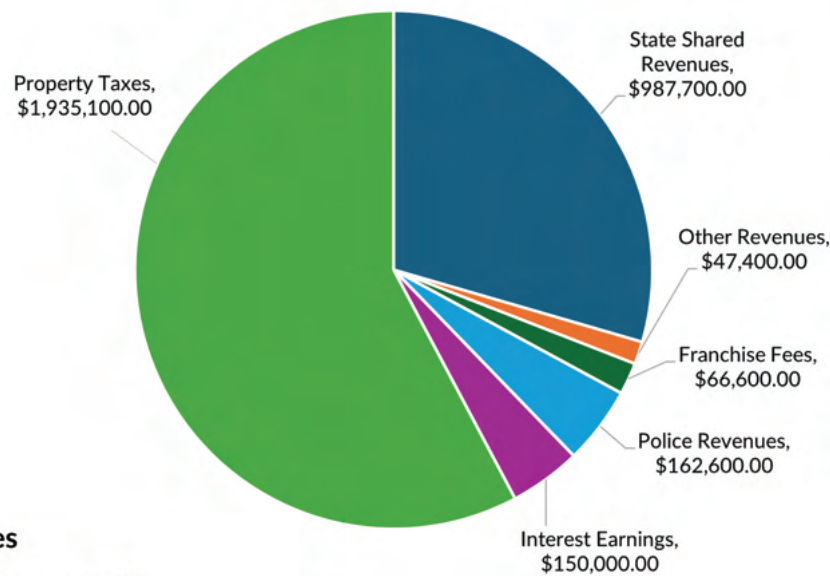
ABOUT THE VILLAGE OF DUNDEE

The Village of Dundee operates under a council-manager form of government, combining professional management with community-driven leadership. The elected Village Council sets the policies and vision for the community, while the Village Manager ensures the seamless implementation of these goals through day-to-day operations. This governance structure fosters collaboration, accountability, and efficiency, allowing the village to adapt and grow while preserving its welcoming, small-town charm. Dundee's vibrant community, with its historic downtown, thriving local businesses, and active residents, benefits from a system that prioritizes strategic decision-making and responsive service.

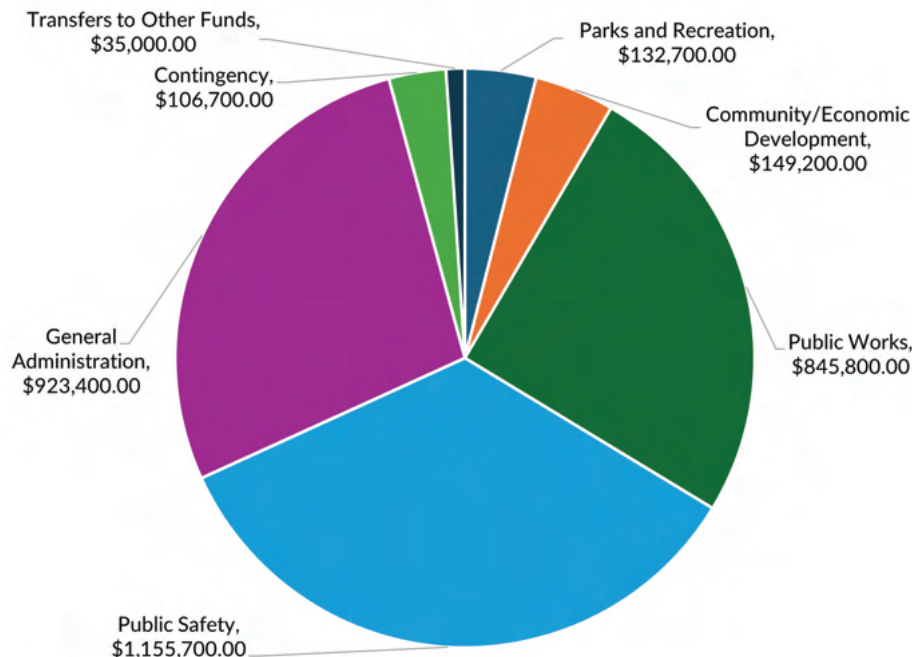
The Proposed Fiscal Year 2025/26 Budget submitted to the Dundee Village Council is balanced and sustainable, with healthy fund balances in all of the major operating funds. The Budget also recognizes the Village community and organization are at a critical period of transition. The Proposed Budget totals \$20,606,148, of which \$10,344,000 involves major infrastructure projects. Additionally, the Proposed Budget includes above-market compensation and benefits for the new Village Manager. Further, the Council will be considering filling vacant positions such as Finance Director, Village Engineer, and Community/Economic Development Director. The Proposed Budget also includes administrative positions to address recognized deficiencies.

DUNDEE GENERAL FUND BUDGET OVERVIEW

General Fund - Revenues



General Fund - Expenditures



ABOUT THE POSITION

Administration & Oversight

The Village Manager is the chief administrative officer for the Village of Dundee and is appointed by the Village Council.

It is their responsibility to carry out the policies established by the council. The Manager is also charged with the administrative direction of all village departments including, Assessing, Building, Engineering, Finance, Human Resources, Parks & Recreation, Planning & Zoning, Police Department, Public Works, Wastewater Treatment Plant, and Water Department. The Manager oversees and coordinates departmental functions and acts as a liaison between supervisory personnel and the council.

Duties

Managerial duties also include preparing the annual budget, overseeing the collective bargaining process, addressing the concerns of residents' and businesses, and developing solutions to the challenges that arise in the course of day-to-day operations.

The Village Manager undertakes special projects, reviews and responds to requests for service, and communicates with residents, businesses, the media, other municipal governments, and state and federal agencies. The village manager approves key purchases and is responsible for all personnel actions.

The duties of the Village Manager are further outlined in [Division 2 of the Village of Dundee Code of Ordinances.](#)



WHAT WE ARE LOOKING FOR...

The ideal candidate will bring experience in municipal operations, a talent for building relationships, and a genuine passion for connecting with residents and stakeholders. As a strategic thinker and skilled communicator, this individual will balance fiscal responsibility with a vision for economic development and organizational cohesion, ensuring Dundee remains a vibrant and welcoming community for all.

IDEAL CANDIDATE TRAITS

COMMUNITY MINDED

- Actively present and visible in the community, fostering engagement and trust.
- Approachable and accessible to residents, staff, and stakeholders.
- Skilled at building bridges and strengthening relationships.
- Creative and innovative in connecting with the community through fresh, engaging approaches.

VISIONARY

- Brings energetic and forward-thinking ideas to the table.
- Maintains a strategic focus, balancing immediate needs with long-term goals.
- Committed to a sustainable, big-picture outlook for the village's future.

TEAM ORIENTED

- Driven by the mission and vision of the village.
- Inspires confidence and motivates teams with empathy and clarity.
- A compassionate leader who fosters collaboration and builds cohesive teams.
- Aligns staff and stakeholders with shared goals to create a unified direction.

TRANSPARENCY

- Open, communicative, and approachable in all interactions.
- Builds credibility through consistent actions and trusted relationships.
- Honest and clear in messaging, creating an atmosphere of mutual respect.

ACCOUNTABILITY

- Resilient and unwavering in the face of pressure.
- Committed to principles of good governance and effective leadership.
- Reflective and adaptive, learning from experiences to improve outcomes.
- Champions accountability at all levels, setting clear expectations and delivering results.

INTEGRITY

- A seasoned professional who demonstrates self-awareness and ethical grounding.
- Courageous in tackling difficult decisions and addressing tough issues.
- Honest and forthright, earning respect through authenticity and fairness.

DIVERSITY

Diversity of heritage, identity, thought, talent, and life experience bolsters the opportunities for enrichment, strengthening individuals, teams, organizations, and communities. The Village of Dundee 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.

CURRENT & FUTURE OPPORTUNITIES

GUIDING STRATEGIC GROWTH

Growth brings exciting opportunities for economic development, which can translate into new resources for community investments. It also comes with the balance of new demands such as increased traffic, expanding infrastructure, and competing priorities. The new Village Manager will have the opportunity to lead a comprehensive assessment of community priorities and needs, developing a multi-year strategy to ensure efficient governance and sustainable service delivery that is informed by stakeholder input.

FOSTERING COMMUNITY CONNECTIONS

As Dundee continues to grow and diversify, building bridges among residents is essential. The new Village Manager will play a critical role in uniting the community through the development of its first community strategic plan (in proposed budget). This includes strengthening trust between the Village Council, Village Manager, and residents to develop greater cohesion and reenergize a dedicated team of staff to deliver exceptional service.

STRENGTHENING ORGANIZATIONAL CAPACITY

Village operations are currently lean, and the evolving community presents new demands on resources and staff. The new Village Manager will conduct a thorough review of the organization's current structure to identify skill gaps and anticipate short- and long-term staffing needs. This forward-looking approach will ensure the Village is equipped to meet future challenges while maintaining efficient and effective operations. The filling of vacant positions is reflected in the proposed budget.

DRIVING INFRASTRUCTURE PROGRESS

In November 2024, Dundee residents approved a \$6 million Road Improvement Bond, marking a significant investment in the Village's infrastructure. The new Village Manager will oversee the implementation of this program, which includes major improvements to Dunham and Penfield Streets, as well as, related water, sewer, stormwater, and sidewalk upgrades. This highly visible project will have a large impact on the quality of life for all of the Dundee community. Additionally, the Village Manager will oversee seven capital improvement projects, bringing the total community investments to over \$10 million.



Major Capital Projects

1. Dunham and Penfield Reconstruction	\$ 5,955,000
2. ARPA - M50 Water Main Replacement	1,200,000
3. ARPA – Wastewater Treatment Plant	1,120,000
4. ARPA – Sanitary Sewer Infiltration	909,000
5. Local Streets (Complete Chip Seal and Cape Sealing)	600,000
6. Lead Line Replacement	160,000
7. Establish Sidewalk Replacement Program	100,000
8. West Side Sanitary Force Main Design	90,000
TOTAL	\$10,134,000

CHALLENGES

NAVIGATING CHANGE WITH EMPATHY

As Dundee continues to attract new residents and development, the community is experiencing a greater diversification in perspectives and values. For some, this change challenges deeply rooted small-town traditions, while others see it as an exciting opportunity for growth and renewal. The new Village Manager will need to serve as an empathetic convener, finding balance through thoughtful policy development and implementation that honors both legacy values and new ideas.

REVITALIZING A HISTORIC DOWNTOWN

Despite Dundee's increasing traffic and regional growth, its historic downtown remains underutilized, with vacant storefronts detracting from its hometown charm. The Village needs an energetic and creative leader who can bring together private property owners, articulate a clear path forward, and spearhead efforts to transform downtown into a thriving and engaging community hub. This initiative is an ideal fit for an economic development innovator with the drive to unlock the full potential of Dundee's historic heart.

BUILDING STRATEGIC ALIGNMENT

The Village of Dundee currently operates without a formal strategic plan, leading to inconsistent policy efforts across the Council, staff, and community boards. The new Village Manager will have the chance to lead a community-driven strategic planning process, fostering alignment, synergy, and cohesion. This process will set a clear direction for the Village, ensuring its policies and initiatives reflect shared goals and priorities.

FOSTERING STABILITY AND TRUST

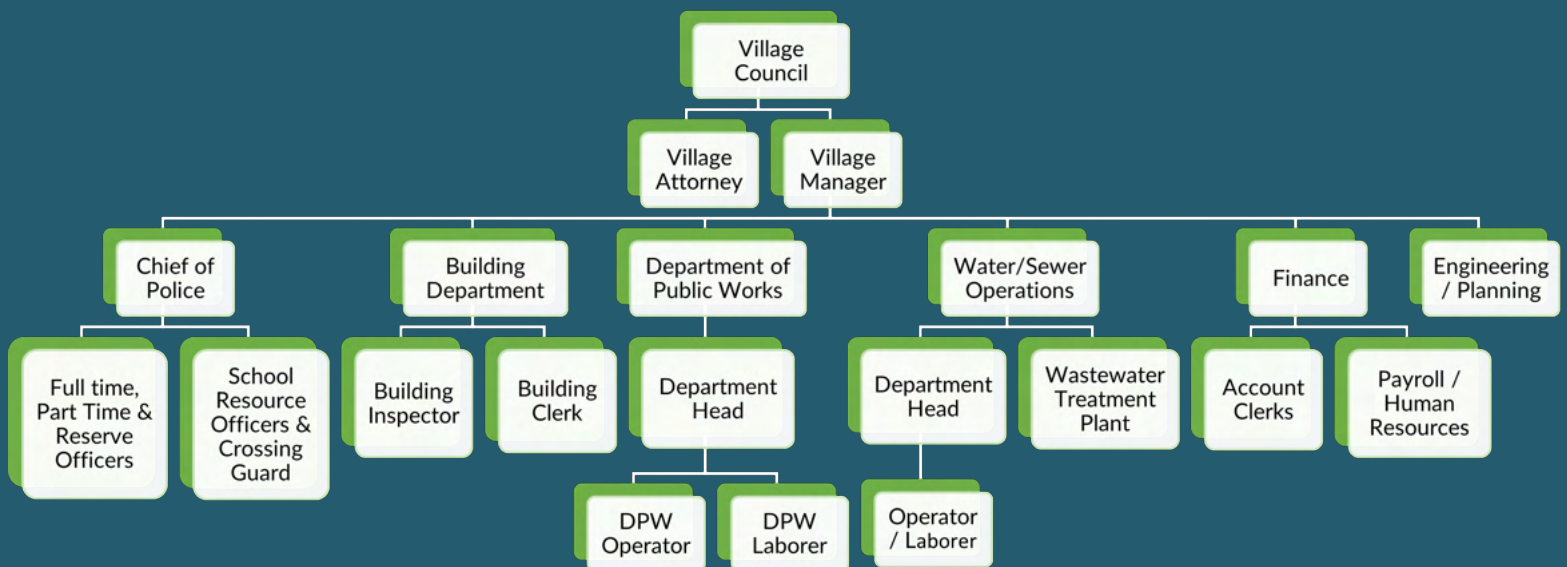
With three managers in the last six years, the Village has experienced disruptive turnover, creating challenges for continuity and collaboration. The next Village Manager will need to focus on building strong relationships grounded in trust, accountability, and a commitment to good governance. By fostering cohesion among Council members and staff, the Manager can establish a stable and productive partnership that supports the Village's short- and long-term success.



VILLAGE OF DUNDEE ORGANIZATIONAL CHART

The Village Manager shall be chief administrative officer of the village and shall be responsible to the Village Council for the efficient administration of all affairs of the village. The Village Manager shall exercise management supervision over all departments and all nonelected village employees and over all public property belonging to the village.

The Village Manager shall see that all laws and ordinances of the village are properly enforced, with the support of the organization as structured below.



TOP FIVE REASONS WHY YOU WANT TO BE OUR NEXT VILLAGE MANGER

- 1. Lead with Purpose and Integrity:** Take the helm in Dundee, fostering operational excellence and professional leadership to create a culture of collaboration and trust.
- 2. Shape the Future of a Growing Community:** Guide Dundee through an exciting period of growth, ensuring thoughtful development that balances progress with the community's cherished values.
- 3. Work in a Beautiful Setting:** Enjoy an office overlooking the scenic River Raisin, just steps away from Dundee's charming downtown shops and restaurants.
- 4. Forge Lasting Community Connections:** Play a pivotal role in building community cohesion, creating bridges that unite diverse perspectives and strengthen relationships for the future.
- 5. Inspire a Path Toward Sustainable Success:** Build strong relationships and policies across the organization and the community, driving Dundee forward on a cohesive and sustainable path.



QUALIFICATIONS

Per the Village's Code of Ordinances, the Village Manager shall be selected on the basis of administrative and executive abilities. At the time of appointment, the manager shall have either:

1. A professional degree with related coursework in personnel and financial management and at least two years of significant municipal government experience which may include budgeting, assistant to chief administrative officer, personnel director, budget director and the like; or
2. At least eight years of significant government experience in an administrative capacity.

SALARY & BENEFITS

- Compensation: \$120,000 to \$160,000 DOQ
- Benefits:
 - Vacation, Personal, Sick, and Holiday Time
 - Comprehensive Insurance Package Including: Health, Prescription, Short-Term Disability, Dental, Optical, & Life
 - Defined Contribution and Optional Deferred Contribution Plans



LIVING IN DUNDEE



Living in Dundee, Michigan, offers the best of both worlds—an inviting small-town atmosphere paired with the conveniences of modern amenities. Known for its friendly, close-knit community, Dundee is a place where neighbors greet each other by name, and families find a strong sense of belonging. With its suburban feel and many residents owning their homes, the village provides a safe and welcoming environment for individuals and families alike.

Education

Dundee Community Schools are committed to student success, serving approximately 1,750 students with a dedication to inspiring, educating, and celebrating their achievements. The district includes Dundee Elementary, Middle, and High Schools, as well as Riverside Academy, offering a range of academic and extracurricular programs. Known for its robust performing arts programs and innovative teaching methods, Dundee’s schools prepare students to thrive in an ever-changing world.

A Balanced Lifestyle

Dundee is more than just a place to live—it’s a place to thrive. With its affordable cost of living, safe neighborhoods, and community spirit, the village offers an exceptional quality of life. As the “Hub of the Highways,” Dundee provides convenient access to larger cities like Ann Arbor and Toledo, making it easy to enjoy urban amenities while cherishing the tranquility of a smaller community.

Community Connections

From local parks and recreational spaces to a variety of community events and activities, life in Dundee is filled with opportunities to connect and engage. Whether exploring the village’s charming downtown, attending a local festival, or enjoying time at a nearby park, Dundee fosters a sense of connection and shared purpose among its residents.

Dundee offers a unique and enriching living experience, combining the warmth of small-town connections with the conveniences of modern living. Whether you’re raising a family, starting a new chapter, or seeking a new place to call home, Dundee provides the perfect backdrop for creating lasting memories and achieving personal and professional success.





**DOUBLE
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SOLUTIONS**

Great leadership is in our nature.

HOW TO APPLY

Candidate review will begin January 24, 2025. All applications are due January 31.

Please send resume, cover letter, and professional references to nate@doublehaulsolutions.com.
Be sure to place “**Dundee Village Candidate**” in the subject line.

**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 & CEO; Double Haul Solutions
nate@doublehaulsolutions.com | 248-207-5293

[CLICK HERE FOR MORE INFORMATION.](#)

www.doublehaulsolutions.com