

Coalition Protecting Auto No-Fault (CPAN)

Job Title: Executive Director

Location: Hybrid or Fully Remote with an ability to be in Lansing, Michigan as needed

Schedule: Flexible, Full-Time

Salary range: \$75,000 - \$85,000

FLSA Status: Exempt

Reports To: CPAN Board of Directors

About CPAN

The Coalition Protecting Auto No-Fault (CPAN) is a dynamic, statewide advocacy coalition committed to protecting and preserving Michigan's auto no-fault insurance system. CPAN brings together providers, advocates, and stakeholders who believe that individuals catastrophically injured in auto accidents deserve access to quality care, fair protections, and a system that truly works.

Through strategic advocacy, education, and coalition building, CPAN plays a leading role in shaping public policy, elevating consumer voices, and safeguarding access to essential benefits across Michigan. Our work sits at the intersection of policy, equity, and impact, ensuring the auto no-fault system continues to serve those who rely on it most.

Position Summary

Under the direction of the CPAN Board of Directors, the Executive Director serves as the sole staff leader and chief executive of the organization. This role is responsible for advancing CPAN's mission through strategic leadership, operational execution, financial stewardship, and strong external representation.

The Executive Director partners closely with the Board to shape priorities while leading implementation across all aspects of the organization, including coalition management, member engagement, and advocacy support. This role requires a high degree of independence, sound judgment, and the ability to balance strategic thinking with hands-on execution in a fully remote, flexible environment.

Why This Role Matters

The Executive Director plays a critical role in protecting the future of Michigan's auto no-fault insurance system. At a time when policy decisions directly impact access to care, consumer protections, and long-term outcomes for individuals catastrophically injured in auto accidents, this role ensures CPAN remains effective, coordinated, and influential.

By providing leadership, strategic focus, administrative support, and operational discipline, the Executive Director enables CPAN's members and partners to advance sound policy, educate decision-makers, and amplify the voices of those who depend on the no-fault system.

Key Responsibilities

The Executive Director serves as the primary leader of CPAN, with responsibility for organizational performance and execution. Key responsibilities include:

- Leading day-to-day operations and overall organizational management
- Partnering with the Board to develop and advance strategic priorities, and ensuring effective implementation
- Managing financial operations, including budgeting, reporting, and fiscal oversight
- Supporting Board governance, including meeting coordination, communication, and reporting
- Serving as the primary liaison across legislative, legal, communications, and advocacy partners
- Representing CPAN with stakeholders, policymakers, and coalition partners
- Strengthening member engagement and supporting coalition alignment and messaging
- Overseeing vendors, contracted services, interns, and volunteers as applicable
- Providing administrative support to the Board, the Legislative Coordinator and the General Counsel.

Requirements

- Bachelor's degree required
- Demonstrated ability to work independently and manage multiple priorities
- Strong organizational, communication, and time management skills
- Experience with event planning (in-person and virtual), fundraising, and basic financial management
- Proficiency with Microsoft Office Suite and web-based communication tools
- Valid driver's license or reliable transportation for occasional travel

Preferred Qualifications

- Master's degree in public administration, public policy, nonprofit management, or related field
- Minimum of five years of leadership experience in nonprofit, association management, public policy, or a related field
- Experience engaging with stakeholders, policymakers, or advocacy initiatives
- Familiarity with QuickBooks, Canva, and social media platforms

Physical Requirements

- Ability to work at a computer for extended periods
- Occasionally lift and transport materials up to 25 pounds
- Reasonable accommodations will be provided as needed

Equal Opportunity Statement

CPAN is committed to providing equal opportunity for all and prohibits discrimination based on race, religion, gender, age, disability, sexual orientation, or any other status protected by law. We welcome candidates who are passionate about public policy, equity, and preserving consumer rights.

Interested applicants should contact mlevandowski@cpan.us.