



## Title: Budget Director

**Department:** Financial Services

**Business Unit:**

**Reports to:** Managing Director, Strategic Financial Planning

**FLSA:** Exempt

**Pay grade:** 5

**Last updated:** 07/2025

## Position Summary

The Budget Director is responsible for leading and managing the Michigan Economic Development Corporation (MEDC)/Michigan Strategic Fund's (MSF) budget process across two funding cycles: corporate and state. This role oversees the development and supervision of the budget team, ensures effective budget monitoring throughout the fiscal year, and serves as the primary liaison with the State Budget Office (SBO) legislative fiscal agencies and internal stakeholders on all matters related to the MEDC/MSF budget.

## Position Progression

Title	Pay Grade	FLSA
Budget Director	5	Exempt

## Principal Duties and Responsibilities

*These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA. The below statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

Title	Principal Duties and Responsibilities
Budget Director	<ul style="list-style-type: none"><li>Engages in discussions and collaborates with the State Budget Office, providing necessary instructions and adhering to submission guidelines to support the budget development process.</li><li>Oversees budget submission process to the State Budget Office through SIGMA.</li><li>Prepares and submits all required investment proposals, reduction plans, and technical adjustment requests throughout the budget cycle.</li><li>Leads the formulation of revenue projections for state-restricted, federal, local, and private funding sources to inform strategic budget planning.</li><li>Manages the day-to-day responsibilities of the Budget staff by directing work, recommending training and development, and monitoring performance against department objectives.</li><li>Drives process improvements in corporate budget development, focusing on enhanced multi-year planning and</li></ul>



Title	Principal Duties and Responsibilities
	<p>the integration of performance-based budgeting methods.</p> <ul style="list-style-type: none"><li>• Creates detailed spending plans broken down by cost line item, funding source, and business unit.</li><li>• Collaborates with others in Finance to create and publish reports needed for budget management and information sharing with business units.</li><li>• Establishes payroll analysis by FTE and funding source to inform and support creation of accurate spending plans.</li><li>• Lead and oversee efforts to create proper coding for all elements of the spending plan and required reporting.</li><li>• Provides quarterly projections to Chief Financial Officer regarding anticipated spending, including comparison against MEDC and MSF Board Reporting.</li><li>• Oversee and manage Earmarked Grants.</li><li>• Performs other related duties as assigned.</li></ul>

### **Supervisory Responsibilities:**

This position has supervisory responsibilities.

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly sits, uses their hands, talks, and listens. Occasionally, they stand, walk, reach, and bend. They may need to lift or move up to 10 pounds. Specific vision abilities required include close vision and the ability to adjust focus, especially when working on a computer screen and with small numbers. Occasional travel may be required for this position, generally within the State of Michigan.

### **Work Environment:**

The noise level in the work environment is usually quiet.



---

## Employment Qualifications

*The qualifications listed below are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

### Education:

This position requires a bachelor's degree from a four-year college or university in any major.

### Experience:

Title	Experience
Budget Director	Four years of related experience.  Experience and/or training in budgeting, financial planning, or public sector financial management; or equivalent combination of education and experience. Experience in a government or public sector environment, particularly involving state budget processes and financial systems, is strongly preferred.

### Certificates, Licenses, or Registrations:

None required.

### Other Knowledge, Skills, and Abilities:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Ability to effectively communicate complex budgetary and financial information to diverse audiences, including executive leadership, staff, and external stakeholders.
2. Ability to effectively lead, manage, and direct individuals and/or teams.
3. Strong problem-solving and critical thinking skills; ability to analyze financial data.
4. Thorough understanding of public sector budget development, financial forecasting, and monitoring practices across multiple funding streams (i.e. state and corporate).
5. Ability to interpret state policies, fiscal regulations, and statutory requirements, and applying them to agency budget operations and reporting.
6. Knowledge of state budget and spending plans.
7. Ability to deal with a variety of abstract and concrete variables.
8. Ability to function with a keen attention to detail.
9. Ability to effectively use common business computer software such as word processing, spreadsheet, presentation and/or statistical analysis software and specific software required for the position.