



May 14, 2010

Dear Colleagues and Friends:

Groundwork Richmond is seeking its first Executive Director! Our Board thinks that this is one of the most exciting jobs to come along in quite awhile, and we are looking for a very special person.

The Groundwork Richmond (GWR) Trust is new independent non-profit organization dedicated to improving the natural environment; providing volunteer, training, and employment opportunities to local youth and adult residents; and enhancing the quality of community life in the Richmond, California. With a strong partner in the City of Richmond, GWR seeks to engage community members, agencies, businesses, and other non-profits to plan and carry out on-the-ground projects.

Please help us in the search for our first Executive Director by posting the attached position announcement and passing it on to anyone who you know who may be interested in this important leadership role.

Questions about the position may be directed to Groundwork Richmond Executive Director Hiring Committee at groundworkrichmond@gmail.com.

On behalf of the Board of Directors we are grateful for your help supporting Groundwork Richmond.

Warm Regards,

Nancy Baer, Chair
Board of Directors

Enclosure



EXECUTIVE DIRECTOR – Groundwork Richmond POSITION ANNOUNCEMENT

The Groundwork Richmond (GWR) Trust is an exciting new non-profit organization dedicated to improving Richmond's outdoor environment through community improvement projects. GWR's initial work will be to help fully develop the Richmond Greenway – a former rail line becoming a walking and biking trail – into a shining asset for Richmond. Our priorities are to engage youth and residents, improve urban forestry and creeks, support urban agriculture programs and implement programs for brownfield remediation. The successful candidate will be a thoughtful, engaging, and practical individual who manages all aspects of Groundwork Richmond and assumes a wide set of responsibilities to lead the organization.

More information about GWR's goals and projects can be found at <http://groundworkusa.org/2010/04/28/groundwork-richmond-looking-for-executive-director/>

Responsibilities

The Executive Director will serve at the direction of the GWR Board of Directors. Duties include, but are not limited to:

Fund Development and Administration

- Strategic fund development including ongoing grant writing
- Financial management including annual budget development, reporting, and financial oversight
- Staff management and development including hiring, teambuilding, coaching, and evaluation
- Strategic and financial planning with the Board of Directors

Project Development and Evaluation

- Work Plan development and implementation using the Feasibility Study as a foundational document
- Program design, assessment, and marketing
- Evaluating the effectiveness of GWR programs and projects and making program modifications
- Preparing and disseminating reports and documents that demonstrate GWR achievements, and challenges, as appropriate

Collaboration and Partnership

- Creating and maintaining relationships with community members, community based agencies, the City of Richmond, business representatives, elected officials at the City, County, State and federal level, and others with goals related to the GWR mission.
- Maintain active communication with local partners, Groundwork USA, the National Park Service, and other Groundwork Trusts

Qualifications:

- BA/BS at a minimum
- At least five years experience in initiating and executing successful community, education, and/or environmental-oriented programs.
- Demonstrated grant-writing experience and success in fundraising from a broad range of sources
- Demonstrated accomplishments in nonprofit organization management including productive and positive working relationships with staff , nonprofit organizations, governmental agencies, contractors, and volunteers
- Demonstrated experience in budget development and contract management
- Demonstrated ability to work with people from a variety of ethnic, cultural, and economic backgrounds
- Demonstrated ability to market and promote programs to a variety of audiences
- Demonstrated ability to prepare and implement organizational plans e.g. strategic plans, scopes of work, fund development plans
- Experience in using word processing, budgeting, and social marketing technologies
- Strong communication skills, both oral and written
- Vision, imagination, patience, and a sense of humor
- Must have reliable transportation, proof of insurance, and valid California Driver's License
- Fluency in Spanish is helpful

This is a full-time position that will include some weekend and evening commitments.

Compensation

Salary \$65,000-70,000; plus medical benefits, paid vacation and holidays, and disability insurance. Start-up funding is secure for two years, but long term funding is contingent upon the development success of the Executive Director.

How to Apply

Send cover letter, resume, and written responses (maximum of 2 pages total) to the attached three questions to: Groundwork Richmond (GWR) Executive Director Hiring Committee, groundworkrichmond@gmail.com. Incomplete applications will not be considered.

Application Deadline

Applications must be received on-line no later than June 18th, 2010.

Groundwork Richmond is an Equal Opportunity Employer

Attachment: Supplemental Questions for Executive Director – Groundwork Richmond
Please limit your comments to two pages

1. Please describe a success or challenge that demonstrates your ability to manage programs, budgets, and staff. Include a description of your leadership style.
2. Non-profit organizations are particularly susceptible to changes in the availability of funding. Describe your most successful fundraising efforts, what you have found to be most challenging, and how you have addressed those challenges.
3. Please describe your experience in collaborating with other agencies, community members and groups, to plan and implement a project, program, or policy.