

Executive Director Job Announcement
October 21, 2016

Groundwork Southcoast (GWSC) is seeking a dynamic, entrepreneurial and collaboratively-minded individual to be its first Executive Director. Groundwork Southcoast is a local non-profit which is focused on revitalizing the Flint and Acushnet Avenue neighborhoods in Fall River and New Bedford, respectively, through environmentally focused initiatives. Groundwork Lawrence (GWL) will be the parent organization for GWSC and will be providing the program office with back office and administrative support, umbrella 501(c)3 status and programmatic expertise. The Executive Director of GWSC will be reporting to the the Chair of the GWSC Governance Board and the Executive Director of GWL. Learn more about our parent organization, Groundwork Lawrence at: <http://groundworklawrence.org>, and Groundwork USA (GWUSA) plus its network of local organizations at: <http://groundworkusa.org/>.

The Mission of the Groundwork USA network is to bring about the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well-being.

GWSC will achieve this mission by collaborating with neighborhoods in Fall River and New Bedford to engage communities in the improvement and stewardship of parks, recreation and conserved natural areas, generate community pride, foster safer and healthier communities; and build diverse partnerships with residents and local businesses to direct and achieve these goals. GWSC will begin this work with the Flint Neighborhood in Fall River and the Acushnet Avenue Neighborhood in New Bedford, sharing expertise and efficiencies to get the job done.

The Executive Director will lead the organization in developing specific projects and programs in the following areas:

- Open space development/transformation of brownfields and vacant lots into community assets
- Stewardship, civic pride and celebration
- Youth development through leadership, education, job readiness and skill building
- Green job training and career development
- Food security and improving access to healthy food through community gardens and farmer's markets

Job Duties:

Fundraising, Administration, and Financial Management

- Grant Writing
- Budget Development
- Accounting and Reconciliation

Community Outreach and Public Relations

- Manage diverse relationships with community groups, other non-profit organizations, government departments, and philanthropic community
- Collaborate to create partnerships and leverage existing resources
- Promote success stories through print, television, and social media

Program and Project Development, Implementation, and Evaluation

- Balance program and project identification with funding opportunities
- Track and measure results, evaluate, and adjust
- Development and implement projects and programs with community partners

Organizational Development, Management, and Leadership

- Recruit, select, and train new staff members
- Delegate responsibilities and manage performance
- Lead by example, create organizational culture

Qualifications:

- Must share a passion and commitment to Groundwork Southcoast's mission and values
- Commitment to social and environmental justice, equity, diversity and inclusion
- Ability to work a flexible schedule, including some nights and weekends
- At least 5-7 years of nonprofit or equivalent experience with management experience.
- Bachelors and/or Masters degree preferred
- Must be experienced working in multi-cultural settings with a demonstrated respect and commitment to multicultural competency.
- Must be experienced in implementing projects and programs
- Ability to work in a fast-paced environment and manage multiple deadlines
- Demonstrated experience in fundraising, including but not limited to major gifts, annual giving, special events, and donor stewardship and recognition, as well as grant-writing experience
- Excellent oral and written communication skills
- Experience building relationships among diverse groups, including youth, community members, businesses, and government officials
- Proven success in developing collaborative partnerships and leveraging resources with local grassroots organizations, government entities, businesses, and other non-profit groups
- Proven success in grant writing capabilities
- Ability to maintain strong working relationships with the GWSC Governance Board, Groundwork Lawrence, Groundwork USA, the National Park Service, and the Environmental Protection Agency
- Demonstrated success in planning and implementing programs, projects, and events
- Strong organizational skills, resourcefulness, entrepreneurial orientation, and the ability to work in and manage a small start-up organization (1-2 people)
- Significant administrative experience with a non-profit, including budgeting, human resources, and financial management
- Experience with short-and long-term strategic planning

- Proficiency in Microsoft Office Suite required, experience with fundraising databases such as Raiser's Edge preferred
- Bilingual or trilingual verbal and written skills preferred (Portuguese and Spanish)

Job Location: Fall River and New Bedford, MA. There will be offices in both locations

Compensation: Starting salary range \$45,000 - \$60,000 , commensurate with experience. Employee benefits include payment of 75% of health and dental insurance, a matched Simple IRA retirement plan, and excellent paid-time off and other benefits.

Hiring Policy: GWSC and GWL are equal opportunity employers. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status. **City of Fall River and New Bedford residents are strongly encouraged to apply.**

Application Submission: To be considered for this position, you must email a cover letter describing your relevant experience and interest in GWSC along with a resume to jobs@GroundworkSouthcoast.org. Please be prepared to submit writing samples and references upon request. Applications will be reviewed on a rolling basis, with an application deadline of **January 1, 2017**.