



# GROUNDWORK JACKSONVILLE

## Executive Director, Jacksonville, Florida

**Location:** Jacksonville, Florida  
**Target Start Date:** September, 2017 (Application review starts immediately.)  
**Salary range:** \$50,000 to \$60,000  
**Benefits:** Paid vacation, holiday and sick days.  
**Application deadline:** April 30, 2017

Groundwork Jacksonville (GWJAX) is seeking an entrepreneurial Executive Director to build on its successes to date and lead its continued growth and evolution. The Executive Director is responsible for overall organizational strategy and operational leadership to accomplish the GWJAX mission. Operational responsibilities include staff supervision and development, program management, fund raising, financial reporting, and community relations. The Executive Director will coordinate the organization's strategic direction and work hands-on with staff and Board members to align new strategies with all aspects of the organization's program, fundraising, and administrative activities. Additionally, the Executive Director will play a key external role, promoting the organization's work and cultivating relationships with a diverse range of supporters and stakeholders.

### Organization Overview

GWJAX is based in Jacksonville, Florida and is a local affiliate of the Groundwork USA network – independent, not-for-profit, environmental and community development organizations working with communities in conjunction with the National Park Service and the U.S. Environmental Protection Agency to improve their environment, economy and quality of life through local action by getting local people, business, government and other organizations involved in practical projects. Working at the intersection of environment, equity and civic engagement, Groundwork “Trusts” across the nation develop community partnerships which empower people, businesses, and organizations to promote environmental, economic, and social well-being. For more information, please visit [www.groundworkusa.org](http://www.groundworkusa.org).

**Position Summary:** GWJAX is seeking a dynamic, entrepreneurial and collaborative individual to be its Executive Director. Inspired by the Mayor's administration in 2013, GWJAX is a partnership between the City of Jacksonville, U.S. National Park Service, U.S. Environmental Protection Agency and Groundwork USA, Inc. and is part of the Groundwork USA network. Groundwork Jacksonville is one of 22 Trusts across the country, the only Trust in Florida and the 1st in the Southeast, United States. Groundwork Jacksonville is the city's primary non-profit specifically created to clean and redevelop Hogans Creek and convert contaminated land into parks, playgrounds, trails, and other public spaces hoping to recreate the “emerald necklace” championed by famed architect Henry Klutho in the early 20th Century. GWJAX is dedicated to building a cleaner, safer community, through environmental programs that also help local youth develop life, work, and leadership skills. Projects GWJAX will take on include development and maintenance of trails and neighborhood parks, community gardens, and neighborhood redevelopment. For additional information on GWJAX please visit our website: [www.groundworkjacksonville.org](http://www.groundworkjacksonville.org).

## **Key Responsibilities**

### ***Organizational Leadership***

- Partner with the Board of Directors on setting the strategic direction for GWJAX and identifying unique opportunities for the organization to develop new initiatives
- Oversee all budgeting efforts, including budget development and management and financial reporting, in collaboration with key staff
- Work with staff to plan, implement, and evaluate program activities and to document and communicate Groundwork Jacksonville's successes and results
- Manage and develop staff, including hiring, delegating appropriate responsibilities, team-building, coaching, and evaluation
- Uphold Groundwork Jacksonville's culture and values by fostering a positive, team-oriented environment

### ***Fundraising and External Collaboration***

- Oversee the development of a sustainable fundraising strategy that will position the organization to grow its budget and attract unrestricted funds
- Lead the implementation of the fundraising strategy, identifying appropriate funding opportunities and playing a key role in grant writing and donor stewardship
- Cultivate and manage diverse relationships with community members, community-based organizations, city agencies, elected officials at all levels of government, charitable foundations and other funding sources
- Communicate with Groundwork USA and other Groundwork Trusts, local partners, and federal, state, county, and municipal agencies including the National Park Service and US-EPA

## **Qualifications**

- Passion for GWJAX's mission and values around social and environmental justice, equity, diversity and inclusion
- Strategic and visionary nonprofit leader with at least 3 years' experience in leadership roles, with success in managing programs and teams
- Demonstrated success in developing and executing fundraising strategies, with particular strength in grant writing and raising funds from government, foundation, and corporate sources
- Skilled relationship-builder and spokesperson, able to engage a diverse range of partners and donors as well as community members and program participants
- Effective staff manager who can leverage and channel individual team members' strengths as well as foster a positive team environment through respect, patience, and a sense of humor
- Experience in budget development and contract management
- High level of cultural competency and respect for all stakeholders, with experience working in multi-cultural settings
- Prior success in partnering with a Board of Directors or similar advisory structure
- Track record of excellence in fast-paced environments
- Previous experience in a mission-driven organization with programming related to environmental issues, conservancy, community development, youth development, education, and/or urban planning
- Bachelor's degree required; advanced degree preferred

## **To Apply**

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, in either Word or PDF format, addressed to the Groundwork Jacksonville Hiring Committee at: [groundworkchair@comcast.net](mailto:groundworkchair@comcast.net). Applications will be reviewed on a rolling basis. GWJAX offers a competitive salary commensurate with experience and skills. GWJAX is an equal opportunity employer.