



## **Executive Director Job Description**

**Groundwork New Orleans** (GWNO) is a 501c3 non-profit organization that builds resilient communities. GWNO cultivates the next generation of environmental stewards in New Orleans by offering opportunities for environmental and social justice learning, workforce development, and community engagement to local youth. GWNO is a local trust under the umbrella of the Groundwork USA network in partnership with the National Park Service and the EPA. Each trust works in underserved communities to improve the environment, economy, and quality of life through local action by engaging local residents, businesses, government, and other organizations in green infrastructure projects.

The Executive Director (ED), with oversight from the Board of Directors, is responsible for the administration, programming, and strategic planning of the organization. The ED is also responsible for: financial management; hiring and managing staff and consultants; overseeing a broad range of planning, design, construction, stewardship, and education programs; building partnerships throughout the New Orleans community; representing Groundwork at local, regional and national events; and fundraising and securing the necessary resources to ensure the organization's mission and goals are met.

### **General Responsibilities**

#### **Organizational Management and Development**

- Coordinate and manage all administrative tasks, including insurance and legal services, office space and systems, and financial management.
- Identify, pursue, and secure funding, which may include grants and gifts from private and public sources, fee-for-service contracts, and in-kind donations.
- Manage compliance and reporting requirements, including quarterly reports to grants, Groundwork USA, other funding partners, and federal and state revenue authorities.
- Manage status reports as required by donors and funding partners.
- Engage with the Board of Directors on a regular basis for organizational updates and financial reporting.
- Work with the Board of Directors to identify, recruit, orient and train Board member candidates and build a diverse, engaged, and vigorous Board of Directors.
- Contract and manage professional partnerships and other services as necessary to support the work of the organization.

#### **Project and Staff Management**

- Plan, organize, and implement projects, programs, and events in consultation with the Board of Directors, community partners, and government agencies.
- Provide day-to-day oversight and guidance to Groundwork staff.
- Direct hiring, retention, and management of competent and qualified staff

## **Community Outreach and Public Relations**

- Establish and maintain partnerships with public, private, and nonprofit entities to support the work of Groundwork New Orleans.
- Coordinate maintenance of membership and mailing lists.
- Active participation with the Groundwork USA Network and the National Park Service.
- Coordinate the development of press releases and promotional materials.
- Serve as the authorized primary spokesperson publicly representing Groundwork New Orleans.
- Responsible for the enhancement of Groundwork's image by being active and visible in the community and work closely with other professional, civic, and private organizations.
- Foster relationships with underserved communities facing Environmental Justice issues.

## **Qualifications**

- Bachelor's degree in related field, master's degree preferred
- Five years minimum relevant experience, including work in nonprofit management, local government, and/or community development
- Non-profit experience with responsibilities that include fund development, public relations and youth development, accounting/budgeting, and human resource management
- Demonstrated success in grant seeking, proposal writing, fundraising, and development
- Demonstrated management experience, including staff supervision and financial management/reporting
- Proven capacity to work with senior level corporate, philanthropic, and public sector officials
- Proven ability to work in a culturally diverse environment
- Project management experience
- Volunteer management experience

## **Required Skills**

- Excellent communication and public relations skills
- Highly organized and able to delegate and manage time effectively.
- Have a strong customer-focused philosophy and the proven ability to prioritize, plan and manage multiple tasks and agendas.
- Comfortable speaking in community forums and facilitating relationships among various sectors.
- Ability to manage multiple agendas and operate effectively.
- Strong interest in urban regeneration.
- Exceptional interpersonal, written and oral communication skills.
- Good organizational abilities; ability to work independently.
- Ability to effectively handle high stress situations and time deadlines.
- Comfortable working with a Board of Directors and familiarity with nonprofit governance.
- Leadership skills and ability to develop program vision.
- Proficiency with word processing, spreadsheets, PowerPoint, QuickBooks, and internet communications.

## **Expected Outcomes (Within the first 120 days of Appointment)**

1. Identify Fee for service contracts in green infrastructure landscape installation and maintenance in order to expand the program and generate revenue for the organization.
2. Plan and Execute Groundwork New Orleans Water Cycle Bike Tour Fall fundraiser.
3. Successfully implement grant deliverables and reports, ongoing projects and site maintenance.

Evening and weekend meetings are required along with some travel. The ED may be required to perform physical tasks in an outdoor environment as needed.

### **Salary and Application Process**

Salary is commensurate with experience. Please include salary requirements in cover letter. **Email your résumé, and cover letter to [info@groundworknola.org](mailto:info@groundworknola.org).** In your cover letter, please explain how you heard about Groundwork New Orleans and your interest and qualifications for the position. Please write the job title and your name in the subject line of the email. Applications will be reviewed on a rolling basis, with priority given to those received by September 11, 2018 at 5pm CDT.

*GWNO is an equal opportunity employer, committed to maintaining and growing a diverse team, and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. committed to doing business in keeping with core values of relevance, equity, diversity, and inclusion.*