



Job Announcement - Groundwork Mobile County Executive Director

Applications due Oct 15, 2019

Groundwork Mobile County is seeking its first Executive Director to lead the new non-profit organization, which is focused on revitalizing neighborhoods in Mobile County, Alabama. Learn more about our parent organization, Groundwork USA, and its network of local trusts at: <http://groundworkusa.org>.

Groundwork Mobile County (GWMC) strives 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.

The Executive Director (ED) will serve at the direction of GWMC Board of Directors and lead the organization in developing specific projects and programs within the Cities of Mobile and Prichard, AL, in five focus areas:

- Brownfields Redevelopment
- Vacant properties
- Neighborhood Revitalization
- Youth Development, Education, Job Training, and Creation
- Urban Rivers and Trails

The ED will be responsible for the administration, programming, and strategic planning of the organization. This includes financial management; hiring and managing staff and consultants; overseeing a broad range of projects that focus on planning, design, construction, stewardship, and education; building new and maintaining existing partnerships throughout Mobile County; representing GWMC at local, regional, and national events; and fundraising and securing the necessary resources to ensure the organization's mission and goals are met.

Specific Responsibilities

Fundraising, Administration, and Financial Management

- Identify, cultivate, solicit and steward prospects and donors

- Write and prepare required materials for grants submissions
- Develop, track and manage budget
- Manage the financials and reporting

Community Outreach and Public Relations

- Manage diverse relationships with community groups and partners, non-profit organizations, governmental agencies, and the philanthropic community
- Collaborate to create partnerships and leverage existing resources
- Promote success stories through print, television, and social media
- Willingness to travel within Mobile County to work on specific projects and programs; to visit and cultivate new and existing donors; and to attend Groundwork USA annual and special meetings.

Program and Project Development, Implementation, and Evaluation

- Design, promote, and manage programs and projects that fall within GWMC five focus areas
- Balance program and project identification with funding opportunities
- Track and measure results, evaluate, and adjust as necessary

Organizational Development, Management, and Leadership

- Recruit, select and train new staff members and volunteers
- Provide development, support and leadership to direct reports and volunteers
- Delegate responsibilities and manage performance
- Report Regularly to and work closely with the Board of Directors
- Coordinate and manage all administrative duties, including legal services, taxes, office systems.

Minimum Requirements:

- Bachelor's degree in environmental science, biology, business management, education or a related field
- At least five years relevant experience, including work in nonprofit management, local government, and/or community development
- Demonstrated success in grant writing, fundraising, and development
- Demonstrated management experience
- Proven ability to work in a culturally diverse environment
- Proven capacity to work with senior level corporate, philanthropic, and public sector officials

Skills:

- Excellent oral and written communication and public relations skills
- Highly organized and able to delegate and manage time effectively
- Comfortable speaking in community forums and facilitating relationships among various sectors
- Comfortable working with a Board of Directors
- Leadership skills and ability to develop program vision
- Proficiency with Word, Excel, PowerPoint, Quickbooks, and Outlook

Job location: Mobile, AL

Compensation: Starting salary range \$50,000 - \$60,000 plus benefits

Applications are due by Oct 15, 2019. To be considered for this position, you must complete:

(1) An online application at <https://forms.gle/drDm2KsM4q8Rdbam8>

(2) Email a cover letter and resume to GroundworkMobileCounty@gmail.com with "Executive Director Application" in the subject line.