



**May 6, 2020**

### **Executive Director Job Announcement**

Groundwork Atlanta (GWATL) is seeking a new Executive Director to lead the non-profit organization, which works strategically and collaboratively to advance environmental projects that improve communities and quality of life in Atlanta. Learn more about us at: [www.groundworkatlanta.org](http://www.groundworkatlanta.org)

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

The Executive Director will serve collaboratively with and subject to strategic guidance from the GWATL Board of Directors and lead the organization in sustaining and further developing projects and programs in the following areas:

- *Places* – planning and implementing improvement of underutilized and underserved sites with a focus on brownfields, sustainable community-oriented redevelopment, and expansion and enhancement of public spaces
- *People* – engaging a diversity of community members, especially young people, in positively impacting their surroundings while working collaboratively with non-profit, business, and government organization representatives
- *Water* – protecting and improving the health and quality of urban waters, including Proctor Creek and the Chattahoochee River, through improved access, amenities, and application of best management practices
- *Food* – increasing the availability and accessibility of land for food production through technical support services for urban growers
- *Connections* – helping to establish safer and more complete networks for travel of all types, including walking, cycling, and public transit

### Job Duties:

- Fundraising, Administration, and Financial Management
  - Raise at least \$200,000 in revenue per year from a variety of sources
  - Identify, cultivate, solicit, and steward organizational and individual donors
  - Write and prepare required materials for grants submissions
  - Develop, track, manage, and report on budget
  - Manage organization financials and reporting
- Community Outreach and Public Relations
  - Develop relationships with community groups, non-profit organizations, governmental agencies, businesses, and the philanthropic community
  - Promote Groundwork Atlanta and its programs and projects through appropriate media, including traditional and social media outlets

- Travel regularly within the Atlanta area to work on projects and programs and cultivate partners and donors
- Collaborate with Groundwork USA and other Groundwork Trusts, including through attendance at Groundwork USA annual and special meetings
- Program and Project Development, Implementation, and Evaluation
  - Sustain, develop, promote, and manage programs and projects
  - Balance program and project investment with funding opportunities
  - Track and measure results, evaluate, and adjust
- 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 oversee organizational performance

Minimum Qualifications:

- Education and Experience
  - Bachelor's degree in relevant field or equivalent combination of education and experience
  - Five years of relevant work experience
- Fundraising and Communication Skills
  - Demonstrated experience with fund-raising, including but not limited to government and foundation grants, major gifts, annual giving, special events, and donor stewardship and recognition
  - Excellent communication skills to listen, understand, and speak clearly in order to connect with, inspire, and persuade others
  - Superior writing, editing, and research skills
  - Experience building relationships among diverse groups, including youth, community members, business leaders, government and elected officials
- Administrative and Financial Management Skills
  - Ability to cultivate relationships with the Board of Directors, Groundwork USA, other Groundwork Trusts, the National Park Service, the EPA, and local partners
  - Demonstrated success in planning and implementing programs, projects, and events
  - Strong organizational skills, resourcefulness, entrepreneurial orientation, and the ability to manage a small office via administration, financial management, human resources, website management, and communications
  - Experience with short-term and long-term strategic planning

Preferred Qualifications:

- Education and Experience
  - Master's degree or higher in city planning, community development, engineering, public policy, public health, real estate, environmental science, or a related field
  - Ten years of relevant work experience, including five years in leadership roles
  - Success working collaboratively with government, business, nonprofit, and community leaders in Atlanta
  - Training or experience in the areas of environmental justice, equity, and inclusion

- Fundraising and Communication Skills
  - Strong working relationships with grant-giving organizations and/or major donors
  - Demonstrated effectiveness at organizing fund-raising events with over 1,000 guests
  - Proven reach and impact in various areas of communications, including earned press coverage, organizational audience building, and multimedia content generation
- Administrative and Financial Management Skills
  - Experience managing a diverse portfolio of projects with limited resources
  - Proven ability to responsibly manage revenue and spending under multiple restricted and unrestricted funding sources, ensuring compliance with all terms, expectations, and reporting requirements

Job Location: Atlanta, Georgia

Compensation: Starting Salary Range \$50,000-65,000 plus benefits and performance-based incentives

Application Submission: Applications will be considered on a rolling basis until the position is filled. To ensure that your application is given full consideration, email a cover letter and resume with **“ED Application” and your name** in the subject line to [groundworkatlanta@gmail.com](mailto:groundworkatlanta@gmail.com) by May 29, 2020.