



## Executive Director Job Description

**Groundwork Erie seeks a dedicated, passionate, inspirational, and experienced leader to serve as the organization's inaugural Executive Director.**

Groundwork Erie is part of the [Groundwork USA network](#), the only national network of local organizations dedicated to creating healthy, resilient neighborhood environments in low-resource communities through meaningful community engagement and collaboration. Local Groundwork affiliates, called "Trusts," transform neglected land and waterways into community assets and undertake other environmental improvements while building community capacity to effect change and transform their community. With continued city-wide, cross-sector, collaboration as our foundation, the mission of a Groundwork Erie will mirror that of Groundwork USA:

*"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."*

To advance this mission, Groundwork Erie will lead and support a variety of partnership-driven efforts that bring together the public, private and non-profit sectors to address complex environmental, social and economic challenges and sustain a long-term vision for neighborhood transformation. The vision for these activities should reflect the community's four priority objectives to:

1. Return vacant and underutilized land to productive, active, and inclusive use
2. Build the community's collective capacity for growing food and increasing food access for all
3. Provide active learning opportunities for youth and adults that are focused on climate resilience and address environmental justice challenges
4. Create physical, social and heritage-based greenways to deepen community connectivity

The Executive Director (ED), with oversight from the Board of Directors, is responsible for the administration, programming, and strategic planning of the organization. The primary responsibilities of the role are outlined below.

### **General Responsibilities**

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

- Manage all administrative tasks, including organizational insurance, office space and systems, and timekeeping systems.
- Establish and manage all financial management systems and tools, including budgeting, reporting and creation of internal financial controls.
- Create and activate a strategic fundraising plan.
- Manage reporting and other compliance requirements for grants and other revenue sources.
- Engage with the Board of Directors on a regular basis for organizational updates and financial reporting.

#### **Collaboration and Partnership**

- Support the recruitment of new board members and engage in ongoing board development to ensure a strong partnership with the Board of Directors.
- Contract and manage professional partnerships and other services as necessary to support the work of the organization.



- Establish and maintain partnerships with public, private, and nonprofit entities, such as neighborhood revitalization organizations, that are necessary to support the work of Groundwork Erie
- Actively participate in the Groundwork Network, including participation in peer-to-peer learning exchanges and national programs coordinated by Groundwork USA.

#### **Leadership and Staff Development**

- Create a staffing plan for the organization that reflects the goals, vision, mission, and values of the organization.
- Plan, organize, and implement projects, programs, and events.
- Direct hiring, retention, support, and management of passionate and qualified staff.

#### **Experience and 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
- Demonstrated experience in partnership development, including working alongside residents and engaging them as leaders in their community
- Demonstrated experience in sound financial management, including accounting, developing, and monitoring budgets and financial reporting
- Demonstrated success in grant seeking, proposal writing, fundraising, and development
- Demonstrated human resource management experience, including staff supervision, and hiring and growing new staff members.
- Proven ability to work in a culturally, racially, and ethnically diverse environment
- Project and program management experience
- Volunteer management experience

#### **Values, Skills and Qualities**

- Excellent verbal and written communication and public relations skills
- Comfort with speaking in community forums and facilitating relationships among various sectors
- Highly organized with the ability to delegate and manage time effectively and work independently
- Ability to prioritize, plan and manage multiple tasks and agendas
- Strong interest and passion for neighborhood transformation, urban planning, and workforce development, and environmental justice.
- Familiarity with nonprofit governance and the ability to work with a Board of Directors
- Strong leadership skills that include the ability to attract, build and guide new staff.
- Skill in developing programs that respond to community needs

Salary and benefits will range from \$60,000- \$70,000, commensurate with experience. Email your résumé, and cover letter to [groundworkerie@gmail.com](mailto:groundworkerie@gmail.com) . Applications will be reviewed on a rolling basis, with priority given to those received by **February 25, 2022** at 5pm EDT.

*Groundwork Erie is an equal opportunity employer, committed to maintaining and growing a diverse team, and an anti-racist organization committed to doing business in keeping with core values of relevance, equity, diversity, and inclusion.*