



**Groundwork Mobile County (GWMC)** is currently seeking an Executive Director to join our team. Do you have a passion for community service, environmental stewardship, and youth professional development? This opportunity will provide a qualified applicant the opportunity to put their skills, creativity, and leadership to work to build and improve programs that shape the future of GWMC while enriching the lives of participants and the communities we serve.

### **Position Overview**

**Location:** Mobile, AL

**Reports to:** Board of Directors

**Work Schedule:** Monday-Friday; 40 hours/week with varying hours, including some evenings and weekends

**Compensation:** \$79,000.00 - \$85,440.00 per year, depending on experience

**Status:** Full-time salaried exempt

**Benefits:** Paid sick, vacation, and holiday time off; health, dental and vision

### **About GWMC**

GWMC is a 501(c)3 nonprofit established in 2019 that is committed to serving, improving, and protecting Mobile County's diverse natural resources through a variety of projects and programs that benefit the local area. We are committed to the environmental restoration, education, and stewardship of our most vulnerable areas by engaging neighboring communities and including our youth to fulfill our mission.

Groundwork Mobile County's mission is to bring about the sustained regeneration, improvements, 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.

### **Position Summary**

Reports to the Groundwork Mobile County Board of Directors and supervises all staff. The Executive Director assists with the development and implementation of the organization's strategic direction, works hands-on with staff and Board members to align new strategies with all aspects of the organization's program, fundraising, and administrative activities.

The Executive Director plays a key external role by promoting the organization's work and cultivating relationships with a diverse range of supporters and stakeholders. At the same time, the Executive Director oversees the nonprofit day-to-day business operations, generating sound decisions and delegating responsibilities to ensure that the organization delivers results while meeting its responsibilities to funders, governmental agencies, and the community.

The incoming Executive Director will benefit from Groundwork Mobile County's dynamic and passionate Board members and volunteers, who are deeply committed to improving community health and well-being, increasing access to nutritious, locally grown fruits and vegetables, reducing and eliminating blight, vacant lots and Brownfields, and investing in our next generation through youth workforce development and engagement. Additionally, the incoming Executive Director will also find ample opportunities to develop innovative and creative solutions to the community's needs, making this a particularly exciting opportunity to shape the future of Groundwork Mobile County.

## **Primary Duties and Responsibilities**

### *Organizational and Programmatic Leadership*

- Partner with the Board of Directors on establishing and implementing a strategic plan for Groundwork Mobile County.
- Oversee all organizational and programmatic financial management, including budget development and management, and financial analysis and reporting in collaboration with key staff and the Board's Finance Committee.
- Manage and develop staff, including hiring, delegating appropriate responsibilities, teambuilding, coaching, problem-solving, and evaluation.
- Uphold Groundwork Mobile County's culture and values by fostering a diverse, inclusive, positive, team-oriented environment.

### *Fundraising and External Collaboration*

- Work with the Board, on the development and implementation of a fundraising strategy that will position the organization to sustain, and potentially 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, new donor cultivation, 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.
- Maintain regular communication with Groundwork USA and other Groundwork Trusts, local partners, and federal, state, county, and city agencies.

### *Nonprofit business management*

- Oversee the daily nonprofit business operations including fiscal and programmatic audits; risk management; human resources filings and legal requirements; office operations including technology and communications; and general staff management.

## **Qualifications, Education, & Experience**

- Must share a passion and commitment for Groundwork's mission;
- Must have a high level of cultural competency, be community minded, respect for all stakeholders, with experience working in multicultural settings and low-wealth communities.
- 3-5 years Executive Director/Senior Management professional relevant work experience, with proven success in managing programs, individuals and teams.
- Professional skills electronic emails, writing, communication and proofreading is a must
- Demonstrated outstanding people skills

- Demonstrated excellent writing skills, public speaking and presentation skills
- Excellent interpersonal and management skills and foster a positive team environment
- Basic computer skills: Microsoft Office. Google Suite and Desktop QuickBooks are preferred
- Preferred basic social media platform skills including LinkedIn, Facebook, Instagram, and Twitter
- Demonstrated ability to aid in developing budgets, financial and contract management.
- Track record of that ability to balance fast-paced competing priorities and deadlines and handle multiple tasks
- Demonstrated ability to work collaboratively with colleagues
- Ability to organize time and meet deadlines.
- Demonstrated skills to build relationships, able to engage a diverse range of partners and donors as well as community members and program participants.
- Demonstrated experience with business management including business filings, taxes, financial audits, insurance, and human resources
- Assume other duties as needed
- Bachelor's degree or 4 years equivalent related work experience required. Master's degree preferred.

### Candidate Profile

- **Passionate and Hands-on:** dedicated to Groundwork Mobile County's mission, passionate about social, environmental, and climate justice who enjoys both rolling up their sleeves and wearing many hats.
- **Communicator:** proficient and effective communicator across all mediums, and skilled at building and developing relationships at all organizational levels, both inside and outside the organization.
- **Proactive and Strategic:** a self-starter 'ideas' person who is inquisitive, always learning, can formulate long-range goals and devise a path to get there using well-researched ideas, identified trends, and Groundwork Mobile County strategic plan.
- **Organized:** exceptional organizational skills to prioritize and balance multiple, sometimes shifting, deadlines and requirements effectively; excellent project management skills. Having a business background is a plus.
- **Leadership and Teambuilding:** a collaborative leader who empowers others by sharing information; inclusive decision-making; and utilizes transparency, diversity, and equity as their cornerstones.

### Additional Information

- Our office is located in Mobile, Alabama, accessible by public transportation and is ADA compliant.



- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time.
- A required background check will be completed prior to the start of the job and as often as annually.
- A valid driver's license and proof of auto insurance is required.

### **To Apply**

Please apply via email to Recruitment Committee, [info@groundworkmobile.org](mailto:info@groundworkmobile.org). As an applicant, you are required to submit a 1-2-page cover letter and resume.

In the cover letter, please describe:

- Your personal and professional alignment with Groundwork Mobile County's mission.
- Your leadership experience with organization(s) of similar size and complexity.

**\*All interested applicants must submit a cover letter and resume by **November 15, 2024** to be considered for this position.**

*GWMC is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation/identification or any legally protected status.*