



FRAMING A
MODERN MASTERPIECE
THE CITY+THE ARCH+THE RIVER | 2015

Executive Director Position Description

CityArchRiver 2015 Foundation is the sponsoring organization, partnered with the National Park Service and the City of St. Louis, of an international design competition to create solutions for the unique challenges of one of the nation's first urban National Parks. The challenge: to weave the park into the fabric of the St. Louis region as well as connect it with both sides of the Mississippi River, with completion marked for October 28, 2015, the 50th anniversary of the "topping off" of the Arch. The competition was governed by ten design goals, all of which were incorporated in the winning design. In September 2010, Michael Van Valkenburgh Associates were awarded the contract for the project.

CAR 2015 Foundation has transitioned into its next phase which involves maximizing partnerships, extensive community engagement, project and budget oversight, and fundraising to meet our 2015 goal. Defining the partnership beyond 2015 in the areas of sustainability and programming is also important. Learn more about us at: www.cityarchrivercompetition.org.

Our Opportunity:

This is a unique opportunity to work on a project that will have a long-term positive impact on the St. Louis region and the nation. In order to reach our goal in 2015, a strong executive leader is needed to represent the organization, collaborate with our public partners, engage the community and cultivate donors.

The scope of this position includes:

1. **Public/Private Partnerships** – Manage the public/private partnerships with the National Park Service, City of St. Louis, U.S. Department of the Interior, U.S. and State Departments of Transportation, Jefferson National Park Association, Great Rivers Greenway, Metro East Park and Recreation District, Bi-State Development Agency, and Trans River Authority. Effectively partner with local districts and landmarks including Laclede's Landing, the Old Cathedral, Gateway Mall and East St. Louis. Build solid relationships with leaders of these organizations and facilitate an inclusive and productive working relationship, outlining project milestones and clearly defining roles and responsibilities.
2. **Resource Development** – Strive to secure the financial resources necessary including private, federal, state and local funding. Lead all private fundraising initiatives, expand individual and corporate benefactor relations, solicit major gifts and lead capital campaign efforts. Partner with MO and IL Senators and Representatives and other public officials to obtain federal funding in a timely manner.
3. **Community Relations** – Serve as the key public spokesperson for the organization, promoting the vision and project milestones in a passionate, positive manner to the community and the media. Continually build CAR's visibility through media channels, speaking engagements and participation in associations and clubs. Establish a brand identity for CAR that provides visibility and understanding in order to successfully implement the plan.
4. **Fiscal Oversight** – Interact with the agency formed to handle construction, project and oversee the budget throughout the multiple phases of the project. Participate in the bidding process and monitor

contractors to ensure milestones are met on time and on budget. Address any issues/shortcomings in a timely and efficient manner. Assure the timely preparation of accurate periodic financial statements and provide the governing committee with financial data when requested.

5. **Management** – Direct the full lifecycle of staff and volunteer development including recruitment, hiring, training, managing, coaching and terminating when appropriate. Maintain a climate that attracts, maintains and motivates a diverse staff of top quality people. Establish a long-term plan for a partnership with the National Park Service to support and maintain the park after 2015.

Employment Pre-requisites:

1. At least 15 years experience in a senior executive management capacity in either a public, private or non-profit organization. Must have experience with public/private partnerships and leading a complex organization with a wide variety of constituents.
2. Knowledge of community/urban planning, architectural/landscape design, construction management, and/or building/landscape maintenance. Must be able to understand and oversee contracts.
3. Demonstrated success in fundraising, including experience with capital campaigns and major gifts solicitation. Familiarity and established relationship with local (STL), regional (Midwest) and national funding sources is highly desirable.
4. Must be business-oriented with a history of strong financial administration.
5. Strong management skills with a successful track record in attracting and retaining top talent and building a solid team.
6. A bachelor's degree is required and an advanced degree is highly desirable.
7. Strong computer skills including proficiency in all Microsoft Office applications; familiarity with blogging and social media.

Personal Characteristics:

1. Must have a real command presence with a demonstrated passion for parks, public service and environmental projects.
2. Must be an innovative and entrepreneurial leader able to develop and implement sound strategies.
3. Diplomatic with the ability to negotiate in a complex, public atmosphere.
4. Strong analytical and decision-making skills.
5. Excellent communication skills, unquestionable character and background, and a real command presence are mandatory. Must possess the ability to communicate effectively and tactfully with a wide variety of constituents.
6. Must like working collaboratively with people, and have a hands-on approach to creating success. The ability to engage a wide variety of people to join the effort is imperative.
7. Must be personally accountable for deadlines and goals.
8. Excellent personal organizational skills with the ability to effectively prioritize and direct the flow of multiple projects and tasks simultaneously.

For confidential consideration, contact:

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