

## **EXECUTIVE DIRECTOR PARK PRIDE**

**SUMMARY** - Under the direction of the Board of Directors, the executive director is responsible for overall management and operation of Park Pride and protection of the organization's financial assets, while ensuring compliance with board directives and applicable grantor, federal and state requirements. Park Pride is a 501(c)(3) non-profit private organization working for more and better parks all over Atlanta. Park Pride's vision is a world class park system in Atlanta and its mission is to lead and inspire action for parks and greenspace.

### **REQUIREMENTS**

- Baccalaureate degree or equivalent education and experience
- Pattern of progressively responsible professional experience
- At least 5 years successful fundraising and management experience at mid-to-senior level
- Computer experience: word processing and database applications.

### **PREFERRED ADDITIONAL REQUIREMENTS**

- Strategic planning experience
- Practical experience with policy and government/community relations work
- Experience with park, greenspace, community and environmental issues
- A strong network of business and community leaders in Atlanta and DeKalb
- Experience working with a Board of Directors

### **RESPONSIBILITIES**

- Manage a staff of seven full-time and one part-time employees, ensuring the efficient operation of all Park Pride programs through effective management of staff. The ED shall put in place support and monitoring systems to maximize the effectiveness of each staff member and to ensure the efficient use of resources
- Serve as primary staff contact for the Board of Directors and the Executive Committee, coordinating agendas and meetings with the Board President
- Work with the Director of Development and Communications and the Fund Development Committee to raise money for Park Pride through its annual fund campaign, grants, and events
- Work with the Board of Directors and other staff to develop and implement periodic strategic plans
- Work with the Advocacy Committee and the Parks Atlanta Rescue Coalition to define and lead park advocacy efforts within the City of Atlanta
- Play an active role with the Board Development Committee, working with Board Members to identify and recruit candidates that will continue to strengthen the board
- Oversee the extension of Park Pride's services into DeKalb County pursuant to the contract passed by the DeKalb County Board of Commissioners in May 2010
- Ensure the ongoing success of Park Pride's annual Parks and Greenspace Conference
- Serve as the public face of Park Pride, especially with elected officials, funders and civic leaders

### **SKILLS AND ABILITIES**

- Strong interpersonal communication skills
- Strong managerial and strategic planning skills
- Strong written and verbal skills
- Ability to "close" gifts (salesmanship & relationship-building ability)
- Leadership skills

*Irregular hours may be required*

*Salary range of \$65,000 - \$85,000, commensurate with experience*

Candidates should submit: Cover Letter, Resume, Salary History, Contact information for three references.