

## **Executive Director, Lawrenceville United**

Lawrenceville United is a resident-driven, non-profit organization that works to improve and protect the quality of life of all Lawrenceville residents and stakeholders. Created in 2001 to address concerns around public safety and abandoned and troubled properties, Lawrenceville United has made great strides with Lawrenceville seeing a 56% reduction in crime between 2002 and 2010. With reduced crime, a rejuvenated main street and a housing boom, Lawrenceville has experienced a renaissance in the last decade. While still focused on crime and blight, LU has changed with the community by expanding its focus to include strengthening our local public schools, creating opportunities for seniors, cleaning and greening with neighborhood partners, hosting year-round neighborhood events, improving our local parks, advocating for responsible growth and development, encouraging responsible hospitality by local businesses and much more.

Lawrenceville United (LU) is seeking a highly-organized, experienced, self-motivated leader as a full-time Executive Director reporting to the Board of Directors. The Executive Director is responsible for the development and implementation of strategies and programs that promote, maintain, and enhance community based activities and improve quality of life in the Lawrenceville community. The Executive Director oversees the administration, fundraising, staff, programming, strategic plans and business and operational affairs.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Performs duties and responsibilities which will include the following tasks:

#### **Board Governance**

- Supports the Board in the execution of the organization's mission and management of its strategic plan.
- Reports to and advises Board of Directors, including providing information necessary to carry out its duties and make informed decisions.

#### **Operations & Organizational Management**

- Develops, implements and monitors programs, including direct program management in the areas of Public Safety, Responsible Hospitality, and Community Planning and Development.
- Negotiates, executes and manages contracts and other legal matters.
- Recruits, retains, and supervises qualified staff.
- General office management and administrative tasks.

#### **Financial Planning, Fiscal Oversight & Fundraising**

- Prepares realistic and fiscally sound annual budgets to enable the organization to achieve its objectives. Implements sound fiscal practices and ensures accurate corporate record-keeping.
- Develops and implements a fundraising plan and aggressively seeks out new funding sources and innovative ideas for revenue generation.
- Prepares grant proposals and meets funder reporting requirements in a timely and professional manner.
- Generates monthly organizational finance reports, individual program reports, and manages the annual audit and review process.
- Manages relationships with partners and volunteer groups who work with LU as a fiduciary sponsor.

#### **Community Outreach & Collaboration**

- Represents LU within the at-large community.
- Oversees neighborhood outreach and programs that build direct connections between LU and Lawrenceville residents.
- Acts as advocate for Lawrenceville community priorities on local, state, and national levels as it relates to LU's mission.
- Develops and maintains partnerships with key public, private and professional stakeholder groups.
- Provides leadership and direction in the development of short- and long-range community plans and programs.
- Oversees all internal and external communications. Develops and implements a proactive public relations plan to support program objectives.
- Responds to and tracks resident concerns and inquiries.
- Works closely with Lawrenceville Corporation on collaborative programs and projects.

## QUALIFICATION

- Bachelor's degree required.
- Minimum 5 years of experience in community organizing and development, urban and regional planning, non-profit or social services management, or program and project management.
- Minimum 5 years of experience in organizational management/administration including experience with staff supervision, staff development, team leadership and building; experience in development & execution of strategy and organizational systems/processes, documentation and assessment.
- Proven experience and demonstrable results in creative fundraising, grant writing, budget management, and organizational management. Diversifying funding streams and generating revenue by building strong public/private partnerships, developing new and attractive programming, and creatively and effectively marketing programs and opportunities to stakeholders and supporters.
- Strong meeting and event planning and facilitation skills; ability to multi-task; able to communicate effectively with diverse constituent groups and networks, build relationships of trust, and enlist participation of partners and stakeholders.
- Considerable knowledge of local and state governmental agencies, local and regional business networks, social and human service providers, regional institutions and funders, community organizations and processes related to community development, short and long-range urban planning; community development funding system and neighborhood change dynamics. Understanding of Pittsburgh dynamics preferred.
- Ability to communicate effectively, both orally and in writing; ability to negotiate effectively with employees, other businesses and outside agencies; ability to plan, organize and monitor activities in fast-paced environment.
- Skill in identifying emerging issues and developing and implementing new approaches.
- Flexible working hours, including the ability to work on weekends and weeknights.

Salary commensurate with experience and qualifications. Position includes benefits package with health insurance.

Please submit cover letter and resume, including salary expectations to [lunitedcareers@gmail.com](mailto:lunitedcareers@gmail.com). Deadline for applications is Friday, May 27th.