

Updated 6/1/2023

Executive Director Job Description

Downtown Greens is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

About Downtown Greens

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg, VA, with a mission to enhance the well-being of our community, by connecting people with nature through education and the preservation of greenspaces.

Position Overview

The Executive Director is the key management leader of Downtown Greens. The Executive Director is responsible for executing the Mission, ensuring alignment with Vision and Values, communicating between staff and Board, administrative tasks, program management, and coordinating with the board in the development and implementation of Downtown Greens' strategic plan. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Hours

Full-Time, Flexible Self-Determined Schedule, occasional weekend and evening availability

Primary Responsibilities *The Executive Director has four primary responsibilities that are as follows:*

Organization Mission and Strategy - *Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.*

- Responsible for coordinating the implementation of Downtown Greens' current and future programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that Downtown Greens can successfully fulfill its Mission into the future.
- Responsible for the enhancement of Downtown Greens' image by being active and visible in the community and by working closely with other professional, civic, private organizations and individuals.

Financial Performance and Viability - *Develops resources sufficient to ensure the financial health of the organization.*

- Responsible for fundraising and developing other revenues necessary to support Downtown Greens' mission, vision and values.
- Responsible for the fiscal integrity of Downtown Greens, to include submission to the Board of Directors a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Board Governance - *Works with the Board of Directors in order to fulfill the organization's mission.*

- Responsible for leading Downtown Greens in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Organization Operations - *Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.*

- Responsible for the hiring and retention of qualified staff.
- Responsible for effective administration of Downtown Greens' operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Job Responsibilities

- Report to and work closely with the Board of Directors to seek their approval in policy decisions, involvement in fundraising, and increase the overall visibility of the organization.
- Supervise and collaborate with organization's staff.
- Strategic planning and implementation.
- Planning and management of the annual budget.
- Serve as Downtown Greens' primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Downtown Greens' mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Establish employment and administrative procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Recommended Skills and Experience

- Bachelor's degree minimum or 4 years relevant work experience; previous work experience or education related to the environment and/or education preferred
- Five or more years leadership/managerial experience, preferably in a non-profit environment, with a demonstrated ability to oversee and collaborate with staff.
- Demonstrated financial management skills, including budget preparation, analysis, decision making and reporting.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Working knowledge of current challenges and opportunities in food security, agriculture management (especially permaculture/regenerative agriculture), holistic education, and environmental justice.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- A history of successfully generating new revenue streams and improving financial results.
- Strong fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic.

Work Schedule and Compensation

Hours can be completed on a flexible schedule with the majority being completed Monday through Friday 9-5. Some evenings and weekends will be necessary to attend events, meetings, and other work related functions. Telework for some hours is an option.

Annual salary is \$55,000 and includes professional development opportunities and paid time off.

How To Apply

Submit a resume and cover letter to admin@downtowngreens.org. Applications will be reviewed on a rolling basis until the position is filled.

All applicants will be required to complete a criminal background check.