



Job Description **Executive Director**

Mt. Airy•USA, one of Philadelphia's most dynamic community development corporations, is seeking an Executive Director.

Mt. Airy•USA, one of Philadelphia's most dynamic community development corporations, is seeking an Executive Director. Mt. Airy•USA's mission is to improve the quality of life for Mt. Airy residents through responsive community development. With 12 employees and an annual budget in excess of \$1 million, our organization focuses on four core areas: real estate development, including commercial, retail, and residential construction and rehab; commercial corridor revitalization; housing counseling; and neighborhood programming and services. Mt. Airy USA is based in the Mt. Airy section of Philadelphia, long known as a pioneering and sustainable urban neighborhood that is racially and economically diverse.

In the past several years, Mt. Airy•USA has developed over 50,000 square feet of office and retail along Germantown Avenue and more than 20 for-sale residential homes throughout Mt. Airy. We are in the planning stages of an exciting \$50 million mixed use transit oriented development and are seeking a skilled leader to guide our talented team as we expand our development capacity.

The Executive Director is the leadership voice for the organization. S/he reports to the Board of Directors and is responsible for executing on the board's vision, achieving articulated objectives, and ensuring the organization's fiscal stability.

Our new Executive Director will have strong skills in financial, project and non-profit management, along with resource and organizational development. This is a position for an energetic, visionary, self-starter with the desire to grow and shape one of Philadelphia's leading non-profits.

Mt. Airy•USA is an equal opportunity employer.

KEY JOB RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

Program Development and Administration, including:

- Supporting Board development, recruitment, orientation and meeting management
- Ensuring Board is provided with resources and information needed to carry out its governance responsibilities meaningfully
- Leading the development of multi-year strategic plans and annual implementation plans, intended to clarify the organization's future vision to board and staff and external stakeholders
- Monitoring trends in community development to identify opportunities and threats for the organization
- Strengthening ties with community partners and institutions
- Providing leadership to staff in the development of program, organizational and financial plans; and carrying out such plans and policies as authorized by the Board
- Monitoring and evaluating programs to ensure compliance with grant and/or contract requirements

Financial and Human Resources responsibilities, include:

- Developing and maintaining sound financial practices
- Working with staff and finance team to develop annual budget and ensure attainment of budget goals
- Supporting Board Finance Committee in the management of its fiduciary responsibilities, including review of annual audit, 990, BCO and development of fiscal policies
- Executing legal and fiscal documents within the bounds of the authority granted by the Board of Directors
- Recruiting, employing and releasing paid and unpaid personnel
- Ensuring that job descriptions are developed and employee files are maintained, in accordance with the law
- Ensuring all steps of the annual management performance appraisal system procedures are followed for all employees, including mid-year reviews and end-of-year assessments

- Maintain a climate that attracts and retains a talented and diverse staff

Communications and Fundraising responsibilities include:

- Coordinating and overseeing all resource development needs, including grantwriting, grants management, funder relations, donor solicitations, donor management, event fundraising, fundraisers and corporate sponsorships.
- Supporting staff in the development of new, and growth of established, earned-income strategies
- Managing external communications, including press relations, newsletter production and social media accounts, to ensure maximum coverage of Mt. Airy USA's good work in the community.

QUALIFICATIONS AND SKILLS:

- Demonstrated passion for community and economic development work.
- Minimum of 10 years experience in areas such as: real estate, housing, business corridor improvement, community and economic development.
- Minimum of 5 years experience in a leadership position, with demonstrated ability to lead, develop and motivate staff.
- Proven ability to make strong programmatic and strategic decisions.
- Demonstrated experience in managing an operating budget of over \$1,000,000.
- Demonstrated success in fundraising, grant-writing and event planning.
- Graduate degree in a related field; or equivalent experience.
- Knowledge of public and private real estate and community development funding sources and mechanisms.
- Excellent written and verbal communication skills.
- Strong presentation skills.
- Familiarity with Mt. Airy community a plus.
- Existing relationships with local funding and political stakeholders a plus.

SALARY AND BENEFITS:

Salary commensurate with experience. Competitive benefits package.

HOW TO APPLY:

Send resume and cover letter to the Mt. Airy USA Transition Committee at mausa@rpmgt.com. Include salary expectations and availability in cover letter.

No phone calls please.

Mt. Airy•USA. 6703 Germantown Avenue. Philadelphia, PA 19119

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