

NEW YORKERS FOR PARKS JOB DESCRIPTION

POSITION: Executive Director

REPORTS TO: Chair of the Board of Directors

GENERAL DESCRIPTION

New Yorkers for Parks is a citywide, independent organization dedicated to ensuring that all New Yorkers enjoy a world-class parks system. New Yorkers for Parks achieves its purpose through an integrated framework of advocacy, research and a coalition of parks, open space, recreation, and civic organizations.

The Executive Director is responsible for leading the organization and articulating a clear vision and direction. Supervising a full-time staff of nine as well as multiple consultants, the Executive Director works with an active, 33-member Board of Directors to fulfill the organization's mission.

This is an exciting growth opportunity for a candidate who has significant managerial experience to lead the expansion of the organization from a \$1.5 million to \$3 million annual budget.

SPECIFIC DUTIES

- Create and administer a diversified fundraising strategy including foundations, corporations, major donors, direct mail, and fundraising events, such as the annual benefit gala and the Daffodil Project Benefit breakfast.
- Implement the new Strategic Plan
- Oversee public policy research projects focused on urban parks and resulting in the release of several reports each year.
- Conduct regular interaction with government entities, including New York City elected officials and the Parks Department, regarding policies, regulations, and legislation affecting parkland.
- Enhance the community outreach strategy to expand an existing coalition of park and civic groups.

- Oversee all financial and human resource matters including but not limited to annual audit, tax returns, benefit packages, and staff evaluations.
- Direct the growth of staff and board. Ensure staff and board operations comply with all laws, regulations and the organization's bylaws and rules.
- Manage four annual board meetings and the following committees: executive, finance, development, and public policy.
- Serve as the spokesperson for the organization in the media and oversee all outgoing communications efforts.

REQUIREMENTS

The successful candidate will have at least five years of significant managerial experience with a proven track record for raising funds from foundations, major donors and government in New York City. The candidate should have a passion for parks and public spaces and experience in program development. An advanced degree in non-profit management, business, urban planning or public policy is preferred. An understanding of financial management is mandatory.

SALARY RANGE

\$100,000 - \$120,000

CONTACT

Please submit a cover letter and resume to:

Office Manager – Executive Director Search
New Yorkers for Parks
355 Lexington Avenue, 14th Floor
New York, NY 10017