**Greater Baybrook Alliance**

Executive Director

Position Description

**Reports to:** Board of Directors

**Supervises:** Staff, Interns, Volunteers

**Status:** Full-time, Exempt

**ORGANIZATION DESCRIPTION**

Greater Baybrook Alliance (GBA) is a community development organization (currently pursuing 501c3 status) whose mission is to engage and empower stakeholders across Baltimore City and Anne Arundel County to revitalize the Greater Baybrook Peninsula, including Brooklyn, Brooklyn Park and Curtis Bay- through investment, collaboration, and advocacy.  GBA may directly implement community development initiatives or seek out and support partners to carry out those activities.  Activities may include, but are not limited to, housing and commercial revitalization, affordable housing development, beautification programs and projects or programs to improve residents’ quality of life (such as crime and substance abuse programs, air and water quality initiatives, etc.)

**DUTIES**

**Mission Advancement**

1. Works in partnership with the Board of Directors in developing the GBA’s strategic plan, including mission, vision, values, goals and objectives.
2. Advances the mission and strategic plan by developing and managing programs and services.
3. Ensures a high level of program quality, including regular tracking, evaluation and reporting on measures of success.
4. Serves as the primary spokesperson for GBA and is ultimately responsible for the GBA’s relationships with internal and external stakeholders, including staff, board, clients, community partners, funders, local government, and media.

**Financial Sustainability**

1. Raises funds to support GBA operations from a variety of sources, including government, foundations, corporate and individual donors.
2. Supports the Board of Directors in its fundraising efforts.
3. Develops the annual budget, in cooperation with the Finance Committee, subject to approval by the Board of Directors.
4. Oversees financial management of the organization, ensuring compliance with financial policies, manages accounts, and provides regular (no less than quarterly) reporting to the Board of Directors on the financial status of the organization.

**Governance**

1. Cultivates a strong, transparent working relationship with the Board of Directors and provides accurate, complete and timely information on the organization’s programs, services and finances.
2. Informs and advises the Board regarding current trends, problems and opportunities that are important to the organization’s mission and operations.
3. Serves as a non-voting member of the Board of Directors.

**Operations**

1. Maintains the necessary financial, human resources, and other management and administrative policies and procedures for the organization, and brings relevant policies to the Board of Directors for review and approval.
2. Supervises staff, volunteers and interns. Recruits and retains highly qualified personnel and administers an effective human resources system that includes position descriptions, performance standards, performance appraisals and a fair compensation system.
3. Ensures smooth day-to-day management of the organization, including execution of all contracts and agreements and the creation of a contingency/emergency plan
4. Ensures the legal integrity of the organization, monitoring compliance of the organization with all applicable laws and regulations.

**Qualifications and Skills**

1. Education requirements – undergraduate degree required; graduate degree preferred
2. Five years experience in management showing progressively more responsibility
3. Knowledge and experience in community development
4. Experience and strong skills in areas of leadership, management and supervision
5. Experience and strong skills in fundraising, fiscal management, budgeting and forecasting
6. Excellent written and oral communication skills
7. Strong professional reputation and record of integrity, sound judgment and respect for established ethical standards
8. Must possess vision and creativity
9. Ability to work and adapt to adversity
10. Ability to engage and foster relationships with the community, public agencies, and the Board of Directors

**WORK SCHEDULE & LOCATION**

This is a full-time position and requires presence in the community. The organization is securing office space and permanent location for operations.

**COMPENSATION**

Salary and benefits shall be determined by the Board of Directors reflecting “market” rates for similar positions and reflective of candidate’s qualifications and experience.

**APPLICATION**

Interested applicants should submit (1) a letter of interest ; (2) resume or CV; and (3) salary requirements to Michael Furbish at [mfurbish@furbishco.com](mailto:mfurbish@furbishco.com) no later than 4:00 pm on Friday, November 10, 2017.