



## **Susquehanna Greenway Partnership Executive Director Position Description**

**Position allows for telecommuting from home**

**SUMMARY:** We are seeking an individual with strong leadership skills, who is committed to collaboration, team work, innovation, and actions that advance our mission to: *Envision, create and sustain a greenway along the Susquehanna River to enhance river towns and the lives of current and future generations.*

The Executive Director of the Susquehanna Greenway Partnership (SGP) is responsible for implementing policies set by the Board of Directors and providing the Board with accurate and timely information and resources. The Executive Director partners with the Board to meet fundraising goals and objectives and ensure financial stability of the organization. Guidance, direction and policies are provided by the Board Chair, and the Governance-Finance Committee. The Executive Director is responsible for day-to-day management and operations of the organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for overall leadership of staff in the development and implementation of short and long-range plans and policies and other activities.
- Responsible for the financial management of the Partnership, including the development and implementation of the annual budget.
- Assists the Board Chair and Board in setting program and project development goals and priorities.
- Responsible for the development, implementation, and accomplishment of the Partnership's annual work plan as approved by the Board of Directors.
- Responsible for liaison with local, county, state and federal elected officials and agencies, and other allied organizations, foundations and institutions.
- Responsible for providing information, advice, and counsel to the Board Chair, Board Committees, and Board of Directors in the creation of policies, programs, and strategic direction for the Partnership.
- Responsible for support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agendas, and meeting materials.
- Responsible for administration of overall operations of the Partnership, including: reviewing and evaluating the results of program activities; ensuring that continuing contract obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; and developing organizational and administrative policies and program objectives for Board consideration.
- Responsible for oversight of bookkeeping, management of funds, creating invoices, inputting checks, writing checks and reconciling accounts.

- Accountable for ethical and appropriate conduct of staff; must guide SGP to maintain ethical and appropriate policy posture, including statements of caution when the Board or Staff may venture outside appropriate boundaries.
- Responsible for analysis of policy issues, preparation of recommendations on policy advocacy to the Policy Committee and Board; serve as spokesperson for SGP.

**SUPERVISORY RESPONSIBILITIES:** Responsible for supervision of all assigned staff. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required.

**EDUCATION AND EXPERIENCE:** A bachelor's degree in a field related to community revitalization, economic development, environmental planning, design or conservation, recreation, education, non-profit or public administration is desired. Master's degree would be preferred. At least five years of increasingly responsible administrative supervisory and related programmatic experience is required.

**LANGUAGE SKILLS:** Must demonstrate excellent written and verbal communications skills. Ability to read, analyze, and interpret general periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from the Board, staff, and public; communicate effectively in both written and oral form; and effectively communicate to a variety of public-private audiences and the media.

**REASONING ABILITY:** Ability to define problems, collect data, interpret technical information, establish facts, and draw valid conclusions; and exhibit independent judgment in the development, implementation, and evaluation of plans, procedures and policies.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the principles and techniques of nonprofit management, grant writing and administration, contract administration and negotiation, office administration, community organization, fiscal and organizational management, bookkeeping with QuickBooks, donor databases, principles and practices of marketing, and public relations. Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with allied agencies and organizations, businesses, government agencies, community groups and other organizations; communicate effectively in both written and oral forms; and exercise critical thinking and leadership needed to solve complex problems.

We offer a flexible work environment with competitive benefit package including generous paid time off, health and dental insurance, and retirement plan.

Offers of employment will be contingent on acquisition of clearances for criminal background, child abuse clearance, sex offender clearance, and FBI fingerprinting.

Submit a cover letter and resume with 3 professional references to [sgpsusquehanna@gmail.com](mailto:sgpsusquehanna@gmail.com)

Application Deadline: Friday, December 8 at 5:00 pm

Susquehanna Greenway Vision:

The connected walking, biking, and water trails, unique river towns, and conserved lands of the Susquehanna Greenway improve the quality of life for the people who share it. The Susquehanna Greenway enhances the economic vitality of the communities that foster it, and preserves the natural resources of the River itself. The Greenway helps to protect our water quality, encourages healthy lifestyles, and inspires stewardship and civic pride in places where people love to live, work, play and visit.