

## **Executive Director Job Posting**

### **The Opportunity:**

Groundwork Providence is seeking an experienced and driven Executive Director to lead the organization.

Founded in 1981 as Keep Providence Beautiful, Groundwork Providence works to equip the residents of low-income communities with the knowledge, skills and resources that they need to improve the environmental health and sustainability of their own neighborhoods.

Groundwork Providence operates four programs:

1. Environmental Job Training – including brownfield remediation and sustainable landscaping;
2. Green Teams – a summer youth employment program;
3. Trees2020 – a tree planting and education program;
4. GroundCorp – our social-enterprise landscaping business, offering paid hands-on training to graduates of our job training programs.

Groundwork sustains itself through a combination of earned income, grants, individual and corporate support. This position offers the opportunity to steward and expand these programs while forging new directions on the cutting edge of the union between environmentalism and community development.

### **Our Values:**

We believe that social and economic justice is integral to the well-being of our shared urban environment. Groundwork helps low-income and underserved populations develop their role as stewards of their environment. Although we are a small organization, Groundwork Providence demonstrates the power of collaboration and achieves results by building and nurturing coalitions.

### **The Ideal Candidate:**

The ideal Executive Director will have a diverse programmatic knowledge-base, including sustainable landscaping, brownfields clean-up, arbor-care, youth education, community organizing and adult job training. He or she will need to quickly absorb and assimilate new knowledge and develop programs that further the organization's mission.

A consummate networker and builder of partnerships, the ideal candidate will be equally at ease in a community meeting or a board room. The successful candidate will embrace a community-driven perspective and a passion for approaching environmental and social justice challenges.

### **Key Responsibilities**

- 1) Organizational Management, Leadership and Development
  - Identify, and strategically pursue and secure all funding;

- Set organizational priorities and develop plans to accomplish them;
  - Work closely with the Board of Directors;
  - Coordinate and manage administrative activities.
- 2) Program Development and Staff Management
- Maintain and build connections between programs and diverse communities;
  - Identify, Organize and implement landscaping and community development projects;
  - Support and advise staff working on all programs of GWP.
- 3) Community Outreach and Public Relations
- Establish and maintain partnerships with public, private and non-profit organizations and funders;
  - Develop promotional materials, press releases and public events;
  - Serve as a spokesperson for Groundwork Providence.

**Required qualifications:**

- 1) Bachelors degree and substantial related work experience.
- 2) Commitment to the Groundwork Philosophy
- Demonstrated commitment to creating a diverse environmental movement in urban communities;
  - Strong knowledge of environmental issues including: urban agriculture, green infrastructure, smart growth, land-use planning, community planning and sustainable landscaping;
  - Evidence of a clear commitment to community revitalization, open space creation, sustainable development, and the environment.
- 3) Fundraising and Communication
- Demonstrated success in fundraising with grassroots organizations including events, individual giving and grant writing;
  - Strong communication skills – demonstrated excellence in written and oral communication;
  - Ability to engage with and build relationships among diverse audiences, including youth, community members, businesses, federal, state and local officials;
  - Demonstrated experience in organizational management and growth;
  - Community outreach, project implementation and event coordination experience.
- 4) Program and Organizational Management
- Competent financial manager with nonprofit experience;
  - Knowledge of and comfort with Quickbooks and financial reports;
  - Community outreach, project implementation and event coordination experience.

**Additional desired qualifications:**

- Expertise in one or more of: sustainable landscaping, brownfields clean-up, arbor-care, youth education, community organizing and adult job training;

- Flexibility to work evenings and weekends;
- Knowledge of Providence and Rhode Island communities, non-profit groups, businesses and government institutions preferred; and
- Proficiency in Spanish.
- Masters degree in a related field.

**Application Procedure**

Salary commensurate with experience; flexible hours; 40+ hours/ week.

To apply, please send resume and cover letter to [director@groundworkprovidence.org](mailto:director@groundworkprovidence.org). Only email submissions will be considered. No phone calls please.

Applications due by Monday, January 16th. Please submit a cover letter and resume.

We will inform applicants of the desire for an interview by Wednesday, February 1st.

Groundwork Providence is an equal opportunity employer.