



POSITION SUMMARY

Reporting to and working with the general guidance of the Board of Directors, the Executive Director acts as the Chief Executive Office of Grounded Strategies and is responsible for the overall management of Grounded in accordance with its mission, vision, and Strategic Plan. This includes playing a leadership role in developing a long-term vision for the organization, continual strategic planning efforts, operational and financial planning, and driving the organization toward lasting, positive results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead Grounded programming and initiatives through all stages of conceptualization, planning, budgeting, execution, and reporting.
- Responsible for all aspects of the fundraising and development activities to support the mission and work of the organization, including, but not limited to:
 - identifying new grant opportunities;
 - developing and expanding an Annual Giving individual and corporate donor program;
 - solidifying existing relationships with current funders;
 - overseeing grant proposals, ensuring compliance with the provisions of existing grants and contracts, tracking milestones and preparing interim and final reports to funders on the work performed and outcomes achieved.
- Recruit, retain and develop the staff of Grounded including Project Managers, Project Coordinators, Project Associates, Office Managers, Interns and other employees of Grounded. Coordinate with the other members of the Environmental Finance Collaborative on the activities, duties and results of the Shared Chief Financial Officer
- Review and update as necessary the Mission, Vision and Strategic Plan of Grounded to respond to changes in the communities in which we operate.
- Report regularly to the Board of Directors regarding the progress of the organization and coordinate with the Board on policy initiatives, budgets, financial results, personnel matters and strategic vision.
- In collaboration with the staff and Board of Directors, prepare a realistic and achievable annual budget, and manage Grounded within the budget guidelines.

EXPERIENCE AND QUALIFICATIONS

COMMUNICATION:

- Strong interpersonal skills with the ability to communicate and work effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds.
- Strong analytical writing and oral communication skills.
- Proven ability to develop and conduct presentations and training sessions.
- Demonstrated track record of leading a unified marketing message program to articulate the organization's mission to funders, political leaders, community residents and individual donors.

FUNDRAISING:

- Extensive track record of securing private foundation and federal grant awards; negotiating and securing contracts with philanthropic, community, political and corporate organizations; developing and managing successful individual and corporate giving programs; all ideally related to environmental matters.
- Demonstrated ability to prepare grant applications, and responses to request for proposals.
- Strong understanding of foundation communities. Experience with Western Pennsylvania funders preferred.

LEADERSHIP AND PROFESSIONALISM:

- Strong organizational skills and ability to manage multiple priorities concurrently.
- Ability to work well independently and also collaboratively as a member of a highly integrated and diverse team.
- Demonstrated ability to solve problems and manage conflict.
- Ability to think and plan strategically.
- Experience in developing high performance teams and coaching and managing staff.
- Experience in setting and achieving strategic objectives, developing operational budgets, and effectively managing organizational budgets that exceed \$1 million.
- Previous success in governance and working with Boards of nonprofit organizations.
- Demonstrated ability to develop, communicate and manage the culture, aspirations, morals, and core values of an organization.

REQUIREMENTS

- Advanced degree plus 3 years of directly related experience leading aspects of an environmental, community development, neighborhood empowerment, political advocacy, or philanthropic organization. [Willing to consider exceptional candidates with a Bachelor's degree plus 5 years of experience.]
- Genuine commitment to equity and inclusion.
- Proficiency in Microsoft Office Suite, project management and financial management software and applications.
- Experience with computer aided design, and geographical information systems applications preferred.
- PA State and Federal background check clearances, including FBI.
- Preference given to candidates with a working knowledge of community outreach and engagement in Western Pennsylvania, and a strong desire to support and implement positive change in communities.
- Preference given to candidates with applicable city planning, land use management, or landscape design credentials, and applicable licenses.

Please submit cover letter and resume to board@groundedpgh.org, or apply online at <https://jobs.nonprofittalent.com/job/grounded-strategies-pittsburgh-pa-38-executive-director/>

Applications accepted through September 21, 2019.