



## **POSITION: RPNA Executive Director**

### **DESCRIPTION:**

The Roosevelt Park Neighborhood Association (RPNA) is a 501(c)(3) non-profit organization serving a community of over 6,000 neighbors on the southwest side of the City of Grand Rapids. The Executive Director leads the organization, representing RPNA in official capacities, developing and implementing strategies, and overseeing all RPNA programs in response to the neighborhood's expressed needs. In collaboration with the board of directors, the Executive Director will ensure that adequate funding is in place to carry out the mission of RPNA.

The Executive Director owns the organization's day-to-day activities including supervising and guiding staff. The Executive Director works closely with the RPNA Staff/Board/Volunteers to engage residents, business owners, government agencies/representatives, and other stakeholders, to empower our neighbors.

This position is a full-time (40 hours) position reporting to the Board of Directors.

To be successful in this role you will need:

- **Excellent administrative skills** (i.e. organization, time management, office equipment, etc.) with the ability to balance time between programs, administrative tasks, and grant administration.
- **Exemplary people skills** to advocate for, collaborate with, and unite diverse community stakeholders from varying backgrounds and life experiences.
- **Strong leadership skills** with the ability to make tough decisions, engage community members, manage staff and interns, focus committee members, and guide the organization in achieving goals. Conducts annual evaluation of staff.
- **Exceptional written and verbal communication skills** to convey the mission and story of RPNA and our Area Specific Plan (ASP) at public events/meetings, within grant applications, RPNA Gazette newsletter, sponsorship and fundraising communications, etc. to effectively advocate for the organization, engage stakeholders, secure funding, and strengthen relationships within the community. The Executive Director is responsible for all external communications on all platforms, e.g.: newsletters, e-newsletters, social media, press releases, websites, brochures, etc.
- **Passion for increasing equity and neighborhood leadership**, through community organizing, grassroots fundraising, increased education, empowering neighbors, and a deep desire to make a difference in the Roosevelt Park neighborhood. Work collaboratively with the Corridor Improvement District and area businesses.

- **Ability to develop and execute a comprehensive organizational strategy**, including identifying and procuring grants and sponsorships, coordinating RPNA events and programming such as a seasonal farmers market, and ensuring compliance with nonprofit standards/regulations. The Executive Director will work with staff to ensure that appropriate programming is in place to carry out the mission of RPNA.
- **Aptitude for growth** with the ability to learn in new and differentiated spaces, taking on challenges in creative ways. Plans for RPNA personnel needs and seeks to fill those needs within the requirements of the approved budget.
- **Eagerness to stay on top of all potential development within the neighborhood** and use the ASP's guidelines as a tool to stabilize and grow the neighborhood.
- Update every three years rating houses. This is a great tool for grants.

#### **BENEFITS:**

- 10 days of Paid Time Off (15 days after 5 years of employment)
- 12 Paid Holidays
- Employer-funded health, dental and vision insurance
- Anticipated Starting Salary Range: \$50,000 - \$55,000/ year

#### **REQUIRED SKILLS/ATTRIBUTES:**

- Leadership experience in a nonprofit organization
- Availability to work outside of normal working hours, especially weekends and evenings to support association events, obligations and priorities
- Capacity to oversee the financial responsibilities of an organization, including the administration of grants
- Experience with Microsoft Office, Google Drive, and Social Media Platforms; technical aptitude to learn new programs as needed.

#### **PREFERRED SKILLS**

- Experience with Quickbooks or other financial software
- Familiarity of the Roosevelt Park Neighborhood
- Experience with grant writing, fundraising or grant management
- Experience with coordinating community programs and/or events
- Bilingual

#### **HOW TO APPLY:**

Please send your resume and cover letter to [info@rooseveltparkna.org](mailto:info@rooseveltparkna.org).

Applications will be accepted through February 7.