



FRANKLIN PARK COALITION

Executive Director of the Franklin Park Coalition Position Description

Location: Boston, MA

Application Deadline: April 30, 2018. Applications will be reviewed on a rolling basis.

Organizational Overview

The Franklin Park Coalition (FPC) is a grassroots, non-profit organization dedicated to involving the community in the stewardship of Franklin Park, Boston's largest green space. Designed by renowned landscape architect Frederick Law Olmsted in the late 1800s to provide an oasis for urban dwellers, Franklin Park still serves as a beacon to the surrounding neighborhoods.

The FPC was founded in 1974 by community members to clean up the park, remove abandoned cars and other refuse, and made the park safe and accessible to its neighbors. Championed by a new generation of community leaders, the Franklin Park Coalition expanded significantly in the early 2000s. The FPC developed robust programming in three areas: 1) Events (arts, health & fitness, festivals, etc.), 2) Conservation & Stewardship, and 3) Advocacy & Outreach. We also like to think of these three categories as "Play", "Work", and "Engage" -- the three pillars of the Franklin Park Coalition.

Position: The FPC seeks to hire a dynamic, creative, and highly organized professional to oversee the organization and lead it through its next phase. Strong fundraising skills and relationship cultivation are key to success in this role. The position requires both an ability to think strategically about the "big picture" and execute plans with strong attention to detail. The Executive Director reports to the Board of Directors.

Responsibilities

Administration

- Hire and supervise staff and interns
- Oversee all office and administrative functions
- Facilitate Board and Committee work
- Oversee bookkeeper and accountant to ensure that financial records are accurate
- Complete and submit annual forms to federal and state agencies to fulfill obligations as a non-profit organization
- Draft and propose annual organizational budget to the Board of Directors

Fundraising

- Raise annual budget through grants, individual giving, and event sponsorships
- Develop and implement annual development plan
- Re-invigorate individual fundraising efforts; develop a major donor fundraising program
- Increase individual membership and expand donor base through outreach and appeals
- Write grants and grant reports for foundations and corporations
- Secure sponsorships for events
- Track and analyze fundraising efforts
- Partner with staff, Board of Directors, consultants, and volunteers to advance the mission and fiscal stability of the FPC

Communications & Marketing

- Develop a comprehensive communications plan to enhance the FPC's overall visibility and increase attendance at FPC-led and FPC-sponsored events and activities
 - Website improvements
 - Social media
 - Community outreach
 - Media opportunities
 - Etc.

Partnerships

- Maintain good working relationships with key organizations to which the FPC is connected
- Identify and develop new partnerships that would be mutually beneficial

Events & Programming

- Oversee and staff year-round calendar of outdoor activities in the park
- Produce the Elma Lewis Playhouse in the Park concert series
- Coordinate seasonal festivals, including the Kite Festival and Snow Festival
- Co-coordinate the Annual Turkey Trot
 - Host volunteer groups to enhance woodlands stewardship
 - Re-establish Summer Youth Employment Program
- Identify program opportunities that are aligned with the FPC's mission and that have significant funding potential

Advocacy & Organizing

- Identify and stay up-to-date with what park users want by connecting with people in the park, attending community meetings, and meeting with key stakeholders
- Serve as liaison to various park and community institutions to represent the park, facilitate between competing agendas, and ensure park preservation
- Cultivate relationships with diverse constituencies
- Develop strong relationships with key staff from the City of Boston, including the BPRD, Police, Mayor's office, City Councilors and other relevant city agencies

Preferred Qualifications

- Commitment to all aspects of the FPC mission
- Experience developing and nurturing positive relationships with donors and supporters (both individuals and organizations)
- Experience organizing successful events that involve multiple constituencies
- Ability to work with staff, board, and volunteers with sense of humor and flexibility
- Strong cultural competency and a demonstrated ability to work with diverse communities
- Demonstrated ability to effectively supervise staff and volunteers
- Self-motivated, resourceful, and creative
- Excellent interpersonal and communications skills, both written and verbal, and a high comfort level meeting/speaking with individuals face-to-face or at social functions and events
- Ability to set priorities, manage schedules, meet deadlines, and track the progress of multiple projects simultaneously while maintaining a high-quality of work and strong attention to detail
- Demonstrated leadership, problem solving, organizational and presentation skills required
- Commitment to excellence a must

Hours & Salary: This is a full-time position with benefits. Salary is commensurate with experience.

How to Apply: Please send a cover letter and resume to admin@franklinparkcoalition.org **no later than April 30th, 2018**. Applications will be reviewed on a rolling basis. Please indicate in your cover letter how you heard about this position.

The Franklin Park Coalition is committed to diversity in both its programmatic work and staffing with regard to race, ethnicity, gender, nationality, age, physical ability, religion, and sexual orientation.