Presque Isle Partnership (PIP)

Executive Director Job Description

POSITION SUMMARY
The primary objective of the Executive Director is to provide the vision and direction needed to continue the mission of the Presque Isle Partnership (PIP): "to enhance the Presque Isle Park visitors' experience by developing, funding and implementing projects and programs on the Park, while protecting the natural environment".

RESPONSIBILITIES

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
- Develop and publicize PIP's activities, programs and goals in Erie and surrounding communities.
- Recruit, develop and maintain the organizational structure of PIP, and supervise employees and volunteers.
- Provide expertise in Fund Raising and Grant writing.
- Provide financial management oversight through:
  - Development of sound financial practices.
  - Timely distribution of financial reports to board members.
  - Development of the annual operating budget.
  - Manage the organization's resources within budget guidelines.
- Maintain a working knowledge of significant developments and trends in the field of Non-Profit management.

RELATIONSHIPS

- The Executive Director reports to the President of the Presque Isle Board of Directors and serves at the pleasure of the full Board.
- The Executive Director interfaces with the Manager of Presque Isle State Park and all Park Staff. The Park is owned by the Commonwealth of Pennsylvania. PIP, through its events and projects, is a steward of the Park.
- The Executive Director will work with community organizations and groups to further the goals of PIP with regard to Presque Isle State Park.
QUALIFICATIONS

- Bachelor's Degree is preferred.
- Development and fundraising experience in non-profit sector preferred.
- Project management and project delegation experience required.
- Personnel management experience required.
- Community and Public Relations experience required.
- Excellent written and communication skills required.
- Financial management experience required.
- Proficient in computer programs including email, spreadsheet, and word processing.
- Grant writing knowledge preferred.
- A love of the outdoors and particularly for Presque Isle State Park is required.

SPECIAL REQUIREMENTS

- Physical Demands - prolonged sitting; standing; talking; hearing; prolonged viewing of computer monitor; occasional lifting of 40 lbs easily and consistently;
- Work Environment - indoor office environment; moderate noise level; and outdoor activities and events in warm to very cold weather.

BENEFITS

- Benefits will be provided that are commensurate with the position.

2/10/2014

Interested parties should email their cover letter and resume to:

Melani Scott; melaniscott13@gmail.com