

JOB POSTING

EXECUTIVE DIRECTOR

LakewoodAlive, Inc.

www.lakewoodalive.com

LakewoodAlive is a nonprofit economic development corporation whose mission is to facilitate economic stability and growth in the City of Lakewood. LakewoodAlive creates alliances with community leaders, leverages community assets and expands the pool of available resources to protect and enhance Lakewood's quality of life.

Summary

The Board of Directors of LakewoodAlive is seeking an Executive Director with demonstrated leadership, nonprofit management, volunteer/committee management, budgeting, business development, fund raising and advocacy skills. Excellent interpersonal and written communication skills are essential.

Must have demonstrated experience with presentation and public speaking, staff management, web-based communications, and Microsoft Office (Word, Excel, Power Point). Strong organizational skills and ability to function effectively in an independent environment are required.

Recommended experience and knowledge includes event management, familiarity with government practices and housing issues, urban planning and preservation.

Candidates must have Bachelor's degree and minimum four years' relevant experience. Must be enthusiastic, creative, team-focused and well-organized.

Essential Duties and Responsibilities

(Includes the following; other duties may be assigned)

Along with the Board of Directors, provides overall management and operation of LakewoodAlive.

Develops and annually reviews a strategic plan for the organization.

Works with the Board of Directors to develop an annual budget and funding process, to maintain the fiscal viability of the organization. Includes developing plan for securing funds necessary to meet organization's mission.

Oversees the programmatic work of the organization, including the Main Street™ program, the housing outreach program and community engagement activities.

Develops and maintains strong relationships with key institutional and individual stakeholders to further organization's work. Provides leadership on behalf of organization on issues related to economic development, downtown revitalization, preservation and planning.

Develops and conduct continuous public awareness and education of organization's programs and services. Oversees marketing and communication strategy to ensure organization's stakeholders are informed and engaged.

Manages organization's staff of two, including but not limited to hiring and termination, developing position descriptions, setting compensation, conducting annual reviews and providing support and leadership to staff members. Also oversees work of contractors including but not limited to bookkeeper and IT services.

Oversees multiple volunteer committees that support the work of the organization. Includes recruiting, retaining and recognizing volunteers; managing committee work, ensuring committee goals are consistent with organization's strategic plan, and attending committee meetings.

Develops and maintains strong relationships with City of Lakewood, including but not limited to the Office of the Mayor, Planning and Development department, Public Works, Public Safety, City Council and Municipal Court.

Oversees compliance with grantor, federal and state requirements for funding and programming.

Application Procedure

Interested and qualified candidates should send resumes to:

lakewoodalivejob@cox.net

or

LakewoodAlive Job Search

LakewoodAlive, Inc.

14701 Detroit Ave.

#LL10

Lakewood, OH 44107

No phone calls, please.

EQUAL OPPORTUNITY EMPLOYER