



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT  
EXECUTIVE DIRECTOR  
SAINT PAUL PARKS CONSERVANCY**

Cincinnati is proud and honored to present this position announcement on behalf of our client: The Saint Paul Parks Conservancy.

For more than a decade, the Saint Paul Parks Conservancy has created partnerships and raised funds to enhance one of the nation's top park systems. Motivated by the belief that all neighborhoods deserve welcoming, safe, attractive parks and recreation facilities, the Saint Paul Parks Conservancy has launched a search for an Executive Director to take the organization to the next level -- enhancing its impact and reach.

**CANDIDATE PROFILE**

The Saint Paul Parks Conservancy is looking for a self-directed leader who has a passion for serving the public good. This newly created position is a great fit for a dynamic and engaging individual who will be the face of a public-private organization that is committed to neighborhood parks and focused on underserved members of our community. This is a great opportunity for someone who is a strategic thinker, who has experience as a successful fundraiser, and who enjoys setting and meeting meaningful goals. It's a chance for an individual to shape the future, partnering with the City to preserve and enhance Saint Paul's parks for the benefit of all whose lives will be enriched by them.

**KEY RESPONSIBILITIES**

The Executive Director will be responsible for the following:

- In partnership with the Board, keeping the organization's mission, vision, and values current – with special emphasis on garnering resources for parks and recreation opportunities that enhance the lives of families living in the underserved neighborhoods of Saint Paul.
- Creating and implementing a communication plan that includes strengthening the brand, building name recognition, creating a case for funding, and identifying and utilizing communications vehicles that best connect the Saint Paul Parks Conservancy with its key audiences
- Serving as the primary spokesperson for the Saint Paul Parks Conservancy, with partner organizations and external audiences
- Building the organization's fundraising program, including identifying targets of opportunity for fundraising and implementing the following approaches to raise funds: donor relations, individual and major gifts, corporate and foundation giving, special events, on-line giving, and government support. Positioning the organization for a special fundraising campaign is an important component of the job.

- Building and maintaining mutually supportive partnerships with other organizations in the parks and recreation space in order to be part of a collective movement to advocate for parks and green spaces and to help identify unmet needs and further define the Saint Paul Parks Conservancy's specific niche.

## **ESSENTIAL FUNCTIONS**

The following are elements of the job:

- Oversight of Saint Paul Parks Conservancy's portfolio of projects – past, present and future.
- Creating and implementing policies, campaigns, and action plans that are consistent with the Saint Paul Parks Conservancy's mission and vision and responsive to the communities it serves
- Setting and meeting fundraising goals
- Managing relationships with the Saint Paul Parks Conservancy's management company and other vendors and consultants. Ensuring contractual obligations are fulfilled.
- Accountability for budget creation and oversight
- Providing information, advice, and board development expertise to the Board of Directors
- Implementation of the strategic plan
- Creation and management of community partnerships
- Facilitation of a positive working relationship with the City of Saint Paul
- Building and maintaining mutually supportive relationships with key elected and appointed officials, neighborhood leaders, business leaders, and others whose partnership is indispensable to enhancing Saint Paul's world-class parks system
- Strengthening the infrastructure that undergirds successful partnerships and successful donor relations and utilizing appropriate software and vendor services when necessary.
- Partnering with the City of Saint Paul to identify projects that respond to the City's cultural, environmental, and recreational needs.

NOTE: Some work on evenings and weekends, as well as some travel, will be required.

## **QUALIFICATIONS**

Bachelor's degree (minimum) and at least five years in a leadership role -- preferably in the parks and recreation, conservation, nature, or community development areas. Successful experience working across differences, such as race, culture, and socio-economic class, and working with and through others. Demonstrated experience with budgeting and managing resources and contractual relationships. Demonstrated success in project management, fundraising, and communications is a must.

## **COMPENSATION**

The salary range is \$95,000 to \$110,000. There is an additional benefits package.

## **TO APPLY**

Applications will be accepted until January 20, 2020. To apply, interested candidates should send both a letter of introduction and a resume to

<https://app.smartsheet.com/b/form/4e8b097d39644c2e94eb9ea4689e0ddb> (preferred).

Alternatively, application materials may be emailed to [employment@Cincinnati.com](mailto:employment@Cincinnati.com).

More information is available on the Cincinnati website at <https://www.cincinnati.com>