



### **Lawrenceville Corporation (LC)**

The Lawrenceville Corporation—driven by the Lawrenceville community—acts as the catalyst and conduit for responsible and sustainable growth. The Lawrenceville Corporation was formed in January 2000 as a merger of the Lawrenceville Development Corporation (LDC) and the Lawrenceville Business Association (LBA). Since the merger, LC has gained local and national recognition for its innovative community plans and programs. Today, Lawrenceville Corporation continues to build a more inclusive, equitable, accessible, and sustainable community through real estate development, policy and advocacy, community planning and development, business district management, and communications and marketing.

### **Executive Director, Lawrenceville Corporation**

The Executive Director of the Lawrenceville Corporation (LC) is responsible for the development and implementation of strategies and programs that promote, maintain and enhance economic development and improve quality of life in the Lawrenceville community. The Executive Director functions as the chief administrator, manager and operator of the LC's business affairs, which are guided by the Board of Directors.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Duties and responsibilities will include the following:

#### **Operations & Organizational Management**

- Reports directly to and advises the LC Board of Directors. Primary staff liaison to Board and Board committees, providing regular updates, support and direction.
- Develops, implements and monitors programs; identifies program priorities and outcomes.
- Develops, implements, and regularly updates the LC strategic plan and collaborative work plans and strategic plans with partner agencies.
- Negotiates, executes and manages contracts including: purchase of property and property management; development projects; fundraising; outside vendors; banks; and other government and service organizations. Supervise consultants as needed. Manages all legal matters for the LC.
- Recruits, retains, and supervises qualified staff (consistent with LC by-laws and applicable laws). Provides leadership, motivation, and constructive performance reviews to staff. Establishes clear goals and standards for LC staff performance. Maintains a working environment conducive to positive morale, excellence, creativity, and collaboration.

#### **Financial Planning, Fiscal Oversight & Fundraising**

- Prepares realistic and fiscally sound budgets to enable the organization to achieve its objectives. Implements sound fiscal practices and ensures accurate corporate recordkeeping.
- Aggressively seeks out new funding sources and innovative ideas for revenue generation. Develops and implements a fundraising plan for the LC, targeting the private sector, individuals, government and philanthropic organizations.
- Prepares grant proposals in collaboration with staff and Board members. Maintains professional relationships with current and potential funders and meets funder reporting requirements in a timely and professional manner.

### **Community Outreach & Collaboration**

- Represents the LC city- and region-wide and within the Lawrenceville community. Oversees neighborhood outreach and programs that build connections between the LC, Lawrenceville businesses and partner organizations, and Lawrenceville residents. Acts as advocate for Lawrenceville community priorities.
- Develops and maintains partnerships with key stakeholder groups including community representatives, funders and elected officials. Coordinates organization's activities with other community organizations, advisory boards, governmental entities and residents.
- Provides leadership and direction in the development of short- and long-range community plans.
- Responds to all media inquiries. Develops and implements a proactive public relations plan to support program objectives.

### **EXPERIENCE, EDUCATION & ABILITIES**

- Bachelors degree required.
- Preferred seven or more years of progressively responsible related experience in community development, urban and regional planning, non-profit management and fundraising, business development, or real estate development.
- Experience in organizational management/administration, including experience with staff supervision, staff development, team leadership, and team building; experience in development & execution of strategy and organizational systems/processes, documentation and assessment.
- Proven experience and demonstrable results in fundraising, organizational management, and collaboration/consensus building.
- Considerable knowledge of governmental agencies and processes related to community development, commercial and residential real estate, business development and long-range urban planning; strong understanding of community development funding system and neighborhood change dynamics; understanding of Pittsburgh dynamics preferred.
- Ability to communicate effectively, both orally and in writing; ability to negotiate effectively with employees, other businesses, and outside agencies; ability to plan, organize and monitor activities in a fast-paced environment.
- Skill in identifying emerging issues and developing and implementing new approaches.
- Flexible working hours, including the ability to occasionally work on weekends and weeknights to attend community meetings, events, and activities as necessary. Lawrenceville Corporation is currently operating with a hybrid work model.

### **SALARY & BENEFITS**

This is a full-time exempt position and reports to the Lawrenceville Corporation Board of Directors. The salary range is \$85,000 - \$100,000, commensurate with experience. Lawrenceville Corporation offers a generous benefits package including tax-free contribution toward health insurance, retirement plan with employer match, and generous paid time off.

### **TO APPLY**

Lawrenceville Corporation is an equal opportunity employer, committed to hiring and supporting a diverse workforce. We encourage individuals of all backgrounds and perspectives to apply.

Send cover letter and resume to Lawrenceville Corporation at [icedsearch@gmail.com](mailto:icedsearch@gmail.com) with "Executive Director" in the subject line. LC is committed to developing a barrier-free recruitment process and work environment. If you require any accommodation, please email us at [icedsearch@gmail.com](mailto:icedsearch@gmail.com) and we'll work with you to meet your accessibility needs.

Submissions will be reviewed on a rolling basis until the position is filled, and candidates are encouraged to submit their cover letter and resume by September 30, 2022.

