



### **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, providing regular updates, support and direction.
- Develops, implements and monitors programs; identifies program priorities and outcomes; implements and regularly updates the LC strategic plan.
- Negotiates, executes and manages contracts including purchase of property and property management; development projects; financing; outside vendors; hotels; and other government and service organizations. Supervises consultants as needed. Manages all legal matters for the LC.
- Recruits, retains, and supervises qualified staff (consistent with LC by-law and applicable law). 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. Manages fundraising committees.
- 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 and Lawrenceville residents. Acts as advocate for Lawrenceville community priorities.
- Develops and maintains partnerships with key stakeholder groups including community representatives, business 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.