



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; 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. Manages fundraising committee.
- 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, 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; advanced degree preferred.
- Preferred seven or more years of progressively responsible related experience in community development, urban and regional planning, non-profit management, 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 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.

SALARY & BENEFITS

The salary for the Executive Director is commensurate with experience, education and previous related achievements and ranges between \$83,200 and \$104,000 per year. Lawrenceville Corporation offers comprehensive employee benefits, including medical, dental, and vision insurance for staff and family members, retirement plan contribution, and generous paid time off.

HOW TO APPLY

Qualified candidates should submit a cover letter, resume and three professional references. Applications are due by 5:00pm on Friday, July 26th. Send applications to:

Lawrenceville Corporation
Attention: Executive Director Search
hr@lawrencevillecorp.com
100 43rd Street, Suite 208
Pittsburgh, PA 15201

ABOUT THE LAWRENCEVILLE CORPORATION

The Lawrenceville Corporation—driven by the Lawrenceville community—acts as the catalyst and conduit for responsible and sustainable growth.

LC is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.

To learn more about the Lawrenceville Corporation, our programming and the community of Lawrenceville, please visit our website at www.lvpgh.com.