

7/22/10

Memorial Park Conservancy, Inc.

JOB DESCRIPTION

Executive Director

SUMMARY

The Executive Director (“ED”) of the Memorial Park Conservancy (“Conservancy”) is responsible for overseeing all routine aspects of the Conservancy. This person manages the Conservancy staff, works with the Board of Directors to direct Conservancy fundraising and development work, serves as liaison for the Conservancy Board of Directors with the Houston Parks and Recreation Department (“HPARD”) and serves as the spokesperson for the Conservancy at the direction of the Chairman.

The ED is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, fiscal management, programming, and administration of the Conservancy. Guidance and direction is provided by the Chairman of the Board, the Board and its Executive Committee.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the ED include those listed below. Changes or additions to those listed below may be made by the Board of the Conservancy, as needed.

- Ensure the Conservancy’s work supports its mission and goals.
- Responsible for overall leadership of staff in the development and implementation of short and long range plans and policies and other activities.
- Responsible for effective communication and positive relations with the City of Houston and ensure compliance with all contractual obligations with the City and HPARD.
- Responsible for the financial management of the corporation, including the development and implementation of the annual budget. The ED is expected to ensure the fiscal integrity of the Conservancy and is responsible for providing support for the finance committee of the Conservancy.
- Assist the Chairman and Board of Directors in setting goals for all fundraising and oversee any capital and annual fundraising campaigns.
- Responsible for liaison with other green organizations, especially The Houston Parks Board, Trust for Public Land, The Nature Conservancy, Houston Audubon Society, Hermann Park Conservancy, Katy Prairie Conservancy, Buffalo Bayou Partnership, and Bayou Preservation Association.
- Responsible for providing information, advice, and counsel to the Chairman of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the Conservancy.
- Responsible for support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, assist chairmen in creating meeting schedules, locations, development of agenda, and preparation of meeting materials, as needed.
- Responsible for administration of overall operation of the organization. This includes the review and evaluation of program activities, assurance that continuing contractual obligations are being fulfilled, allocation of resources for greater program effectiveness and efficiency, development of organizational and administrative policies and program objectives for Board consideration.

- Responsible for communicating with the public, including interested user groups of Memorial Park as well as neighborhood associations. Expected to maintain the Conservancy website and oversee the newsletter "Happenings in the Park".
- Responsible for maintenance of Conservancy records and documents and to ensure compliance with all applicable laws. Expected to ensure staff compliance with internal fiscal controls.
- Prepare job descriptions, recruit new personnel as needed and implement regular employee reviews. Responsible for supervision of all Conservancy staff. Responsibilities include interviewing, making recommendations for hiring and training employees; planning, assigning and directing of work; reviewing performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- College degree required. MBA preferred. Undergraduate degree in finance or other equivalent degree in a related field will be considered.
- Five to ten years of experience managing budgets.
- Demonstrated ability to work independently. Ability to work creatively and resourcefully within a determined budget and within the public/private framework of the Conservancy.
- Proven ability as a fundraiser. Ability to effectively coordinate the staff efforts and follow up on donor leads with the Chairman and other Board members charged with fundraising.
- Ability to develop, cultivate and maintain positive relationships with donors.
- Excellent verbal and written communication skills needed.
- Five to ten years of administrative experience, at least five of which shall have been in a supervisory capacity.
- Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations.
- Excellent interpersonal skills.
- Excellent speaking and public presentation skills.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to efficiently respond to questions from membership, staff and members of the community.
- Ability to define problems, collect data, establish facts, and present viable solutions to the Board.
- Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
- Proficiency with Word, Excel, PowerPoint, Outlook, fundraising programs, Sage FR50 donor database, and Sage Accounting.

How to Apply:

Send cover letter, resume and salary requirements to:

Odette McMurrey Mace, Vice Chairman

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