



## **Position Announcement Executive Director**

### **About Friends of Herring Run Parks (FHRP)**

The Friends of Herring Run Parks (FHRP) is a community-based leadership organization established in 2007 to engage the community to enjoy and protect the Herring Run Park and its stream valley. We do this through programs, events, education, advocacy and partnerships. Many of our activities are conducted outdoors, year-around.

FHRP's mission is to restore, protect and promote the Herring Run stream valley as a place where nature and neighbors thrive.

Today, FHRP's level of service to the community, including advocacy and community-oriented programming, has grown to the point where we need the leadership of an Executive Director to help continue our growth, broaden our impact in our communities, and provide consistent focus to our pursuit of organizational excellence.

### **About the Executive Director Role**

The FHRP Executive Director will be a half-time position with flexible working hours, accountable to the Board of Directors. The incumbent will need to have an appreciation for the innate value that Herring Run Park represents to its diverse constituents -- current park users of all ages and backgrounds, and future users who we actively encourage to utilize the park. The incumbent will strengthen networks and partnerships, lead fundraising efforts, and help to direct the activities of volunteers. Ideally the successful candidate will be located in or near the communities that FHRP serves. The incumbent will work mainly remotely and be on-site for Herring Run Park events and meetings at various community locations. Herring Run Park is in Northeast Baltimore City.

### **Responsibilities**

- ***Vision, Strategic thinking and Organizational Leadership:*** These key traits will be used in interacting with an experienced and active working Board; in managing FHRP's influence and relationships with key Baltimore City departments as well as other nonprofits, community associations and media outlets; and in being a major contributor to FHRP's growth and influence in coming years.
- ***Fundraising:*** Grant writing and grant reporting experience is desired. The incumbent will build relationships with funders and come up with new development ideas, working with the Development Committee to plan and execute campaigns.



- **Advocacy:** Relationship development with partners; prioritize and strategize on issues of concern; work closely with the Advocacy Committee.
- **Communications:** Gather regular feedback from community members; manage social media messages and images; keep the community in the know; make presentations.
- **Programmatic and Operational Management:** Support and implement strategic initiatives; work cooperatively with committee chairs to develop and execute plans efficiently and effectively.

### **Qualifications, Skills and Attributes**

- Building relationships in the community
- Demonstrating capacity and willingness to learn
- Utilizing advanced people skills
- Ability to conceptualize, analyze and follow-through with multiple, competing priorities.
- Applying organizational development skills
- Energetic approach to physical and administrative work activities
- Enjoy work outdoors
- Personnel supervision of a half-time Administrative Assistant

### **Education & Experience**

- Bachelor's Degree preferred
- Two or more years of non-profit management experience in an operational environment or 5 or more years management experience in the public or private sector
- Supervisory experience preferred
- Intermediate or higher-level competence with Google Drive, Canva, databases and other software

### **Requirements**

- Required to stand, walk and sit
- Regularly required to stoop, kneel, bend, crouch and lift up to 30 pounds
- Must be able to walk in a park on hilly, uneven terrain
- Able to travel locally and transport supplies
- Must be available for work weekends and/or evenings, as needed

### **Compensation and Benefits**

- Salary range of \$35,500 - \$40,500 for a 20 hour work week, commensurate with lived and professional experience.
- Paid time off, vacation and sick time.



- Subsidies provided for phone and transportation expenses.
- Flexible position
- Laptop, printer and office supplies provided.

The Friends of Herring Run Executive Director must have access to personal transportation as there will be travel within the Baltimore metropolitan area and occasionally regionally.

### **Making the Decision to Apply**

To apply to this position, please prepare a resume plus a compelling cover letter and send it to [info@friendsofherringrun.org](mailto:info@friendsofherringrun.org) with the subject line "Executive Director Position" by April 10, 2023.

### **Timeline and Hiring Process**

We will review and respond to all applications received. While subject to change, candidates selected to advance will progress through a process that includes initial conversations with FHRP and interviews with members of the FHRP Search Committee. Anticipated start date is Spring 2023.

*FHRP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*