



---

## EXECUTIVE DIRECTOR

Mission: To provide community leadership for the development and active use of Guadalupe River Park & Gardens through education, advocacy and stewardship.

### **RESPONSIBILITIES:**

- Work with GRPC Board of Directors to further activate river and park assets to realize the GRPC mission.
- Manage park assets to maximize value to residents and the general community.
- Develop annual GRPC operating budget; manage revenues and expenses to achieve budget targets.
- Raise resources and develop partnerships to enable GRPC to achieve strategic and financial objectives.
- Provide oversight for all programs, services and administrative processes as managed by the Operations Director.

### **SPECIFIC ACCOUNTABILITIES**

#### 1. Board Support & Development:

- Assist in the identification and recruitment of members of the Board of Directors.
- Provide training and support for Board members in the exercise of their duties to the organization.
- Provide support and direction to Board Committees.
- Provide oversight for all programs, services, activities and facilities.

#### 2. Personnel Management:

- Recruit, manage and evaluate staff to support Board-directed programs.
- Recommend GRPC staff positions, organizational structure and mission-critical programs.
- Implement personnel policies.

#### 3. Fiscal Responsibility:

- Ensure development, implementation, and oversight of adequate financial systems.
- Protect the non-profit status of the organization in all activities.
- Develop an annual budget for the organization in conjunction with the Finance Committee and Staff Accountant.
- Monitor and approve all expenditures in accordance with approved budget.

4. Fund Development:

- Develop new and ongoing sources of funding for the park and for the operation of the organization.
- Solicit and submit grants for park development, capital improvements, and operations from appropriate corporations, foundations, and government agencies.
- Develop and oversee Adopt-a-Rose, Donor Walkway, and other fundraising programs in the park.
- Oversee and manage overall fundraising efforts to provide revenues necessary to fund mission-relevant resources including staff.
- Oversee and manage the Conservancy's endowment fund.

5. Public Outreach:

- Along with Board President, act as official spokesperson for the organization.
- Represent the Board of Directors at official occasions, with partner agencies and community organizations, and on appropriate committees.
- Produce and/or supervise maintenance of promotional materials, including a bi-monthly newsletter, park and program brochures, and website.
- Promote park development and ensure a visible and effective public image through placement of feature articles and announcements in appropriate print, radio and television media.
- Produce and manage three major annual special events, e.g.: *Pumpkins in the Park*, *Window on the River Park*, and *the Super Guadalupe River Run*.

6. Park Development:

- Effectively partner with various departments in the City of San Jose, and other agencies to provide public input and further the development of the Guadalupe River Park & Gardens.
- Seek and maintain new collaborative partnerships (e.g.: SPUR, Google, Sharks Foundation, Rotary, Silicon Valley Leadership Group, etc.) to provide for further park development.

**QUALIFICATIONS:**

- Five years in an Executive role in a non-profit organization. (May be satisfied by relevant experience in a governmental or business leadership role)
- Operating budget responsibility of at least \$500,000 annually.
- Demonstrated effectiveness in fundraising, including grant writing.
- Demonstrated effectiveness in overseeing successful completion of capital projects.
- Demonstrated effectiveness in developing mutually constructive partnerships with community, governmental and business entities.