



## EXECUTIVE DIRECTOR

### MT. WASHINGTON COMMUNITY DEVELOPMENT CORPORATION

#### PITTSBURGH, PA

## BACKGROUND

The Mount Washington Community Development Corporation (MWDC) is a 501c3, non-profit community development corporation serving the neighborhoods of Mount Washington and Duquesne Heights (population ~ 13,000), in Pittsburgh, Pennsylvania. These neighborhoods are strategically situated across the Monongahela River, due south of downtown, with beautiful views of the lush and rugged southwestern Pennsylvania landscape. Established in 1990, the mission of the MWDC is “to engage community, promote development and provide opportunity”. Strategic priorities to achieve the mission are accomplished through the established programs of the Development, Advocacy, and Emerald View Park Committees, Real Estate Development, and Marketing/outreach. The strategies and mission of the MWDC support the vision of “the ideal community for diverse residents, businesses, and visitors in Pittsburgh”.

Nearly one million visitors flock to the MWDC neighborhoods every year for the world-renowned views, architecture, dining, and community events. The distinctive funiculars (or inclines as they are called by Pittsburghers) have, for more than 100 years, transported residents and visitors from the banks of the Monongahela River to the beautiful and diverse neighborhoods of Mt. Washington and Duquesne Heights.

The MWDC is an organization with reliable, capable, and responsive board leadership that communicates openly and effectively with its membership and the larger community. MWDC encourages participation, education, and partnerships on a variety of projects and issues including those that are complex and controversial. MWDC has established programming, a newly written 5-year strategic plan, and a current operation budget of \$250,000. The MWDC is centrally located in the neighborhood with offices at the corner of Bigham St. and Virginia Ave.

Please visit <http://mwcdc.org> for additional information on this remarkable organization.

#### Mount Washington Community Development Corporation

608 Virginia Avenue, Pittsburgh, PA 15211 • (412) 481-3220 • info@mwcdc.org • mwcdc.org

The Mount Washington Community Development Corporation is a 501c3, nonprofit organization. The MWDC does not provide goods or services as a whole or partial consideration for contributions made. Contributions are tax-deductible to the extent permitted by law. The official registration and financial information of the MWDC may be obtained from the Pennsylvania Department of State by calling 800.732.0999. Registration does not imply endorsement.



## **POSITION OVERVIEW**

The MWCDC seeks a talented and experienced Executive Director who can help the organization achieve its strategic goals and continue building its capacity. The Executive Director of the MWCDC will provide overall leadership and administration to the MWCDC programs while being proactive in the development of new programs and projects for the MWCDC community. In addition to internal responsibilities, the Executive Director must interface positively with the Board of Directors, funders, partners, community members, and other stakeholders. The Executive Director reports to and works collaboratively with the Board of Directors.

The Executive Director is primarily responsible for, but not limited to, the following duties and responsibilities:

- Implementing the strategic plan through various programs and plans adopted by the Board.
- Developing new programs and plans that meet community needs.
- Managing the administrative functions of the organization, including but not limited to, bookkeeping, payroll, and fundraising.
- Facilitating regular Board meetings in conjunction with the Board President, and updating the Board as needed.
- Regularly reporting and review of progress on priorities and objectives with the Board of Directors.
- Facilitating Community Forums, Activities, and Workshops/Seminars.
- Building and maintaining positive relationship with partners, funders, Board members, elected officials, for the benefit of the community and businesses.
- Acting as a spokesperson for the MWCDC to media and stakeholders.
- Engaging community volunteers to become involved in committees.
- Working with the Board to organize committees that create and implement strategies necessary to move programs forward and achieve successful results.
- Developing multiple organizational funding strategies to continue to enhance business development and housing activities.
- Developing strong channels of communication with community members in order to best understand resident and business needs.

### **Mount Washington Community Development Corporation**

608 Virginia Avenue, Pittsburgh, PA 15211 • (412) 481-3220 • [info@mwcdc.org](mailto:info@mwcdc.org) • [mwcdc.org](http://mwcdc.org)

The Mount Washington Community Development Corporation is a 501c3, nonprofit organization. The MWCDC does not provide goods or services as a whole or partial consideration for contributions made. Contributions are tax-deductible to the extent permitted by law. The official registration and financial information of the MWCDC may be obtained from the Pennsylvania Department of State by calling 800.732.0999. Registration does not imply endorsement.



### **PERFORMANCE OBJECTIVES**

The current and future challenges facing all nonprofit organizations are numerous. In the near term the Executive Director will be expected to successfully manage and lead the MWCDC while meeting and successfully addressing the following short-term challenges:

1. Increasing revenue in accordance with program needs and funding goals.
2. Continuing to explore multi-year funding opportunities from foundations and other sources.
3. Maintaining communication and strong partnership with the Pittsburgh Parks Conservancy with support from the Emerald View Park Committee.
4. Implementing the MWCDC 10 year neighborhood housing plan.
5. Exploring opportunities to expand work and partnerships into surrounding communities.
6. Increasing awareness, visibility, and knowledge of the MWCDC throughout the communities primarily served, and within the greater Pittsburgh community.
7. Increasing commercial occupancy within the business districts.

### **KNOWLEDGE, SKILLS, AND COMPETENCIES**

The successful Executive Director candidate will be an experienced and tested leader who possesses a combination of the following:

- Bachelor's degree (Economic Development, Urban Planning, Public Administration or related field) from an accredited institution is required; master's degree preferred.
- A passion for the mission of MWCDC and a demonstrated commitment to the field of community development.
- Excellent knowledge of the fields of community/economic development, urban planning, real estate, and nonprofit management.
- A minimum of 5 years of experience with community development and 5 years of executive level management is preferred.
- Experience with nonprofit organizations.
- Demonstrated strategic leadership; the ability to both oversee daily operations and promote a compelling vision of the future.
- Able to direct and make significant contributions to fundraising and constituent development.
- Ability to recognize community-specific dynamics and handle effectively.

#### **Mount Washington Community Development Corporation**

608 Virginia Avenue, Pittsburgh, PA 15211 • (412) 481-3220 • info@mwcdc.org • mwcdc.org

The Mount Washington Community Development Corporation is a 501c3, nonprofit organization. The MWCDC does not provide goods or services as a whole or partial consideration for contributions made. Contributions are tax-deductible to the extent permitted by law. The official registration and financial information of the MWCDC may be obtained from the Pennsylvania Department of State by calling 800.732.0999. Registration does not imply endorsement.



- Good interpersonal skills, and ability to form strong and positive relationships with community members and stakeholders.
- A high level of verbal aptitude, public speaking, and written communications.
- Able to respect and maintain confidentiality.
- Must have an understanding of marketing, social media, and outreach and support these efforts through current digital communication platforms.
- Must have good organizational skills and a high level of attention to detail.
- Must have strong financial management skills and experience in bookkeeping, payroll, and accounts payable.
- Must be able to make appropriate independent judgments and decisions.
- Must be able to perform a variety of tasks and manage multiple projects.
- Experience in negotiating and closing real estate deals or aptitude to learn.
- Willingness to perform regular maintenance tasks in a shared open office environment.

#### **COMPENSATION**

This position offers a competitive salary and benefits package, consistent with other nonprofit organizations of similar size, scope, and scale.

#### **TO APPLY**

The need to fill this position is immediate. Individuals wishing to speak confidentially about this opportunity may contact the MWDC at 412-481-3220. Qualified individuals may apply confidentially by 5PM on Wednesday, January 31<sup>st</sup>, 2018 by submitting resume, cover letter, and compensation requirements in MS Word to [info@mwcdc.org](mailto:info@mwcdc.org). Please reference the following in the subject line of your email: **MWDC Executive Director 2018**.

***If you do not receive an email confirmation within 3 business days, please contact the MWDC at 412-481-3220.***

Mt. Washington Community Development Corporation is an equal opportunity employer.

#### **Mount Washington Community Development Corporation**

608 Virginia Avenue, Pittsburgh, PA 15211 • (412) 481-3220 • [info@mwcdc.org](mailto:info@mwcdc.org) • [mwcdc.org](http://mwcdc.org)

The Mount Washington Community Development Corporation is a 501c3, nonprofit organization. The MWDC does not provide goods or services as a whole or partial consideration for contributions made. Contributions are tax-deductible to the extent permitted by law. The official registration and financial information of the MWDC may be obtained from the Pennsylvania Department of State by calling 800.732.0999. Registration does not imply endorsement.