

# Conservancy Director

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## Overview

The Monroe Park Conservancy is a 501 (c)(3) non-profit organization created to administer the restoration, enhancement and operation of Richmond's Monroe Park — an historic landmark with cultural, environmental and recreational significance to the City of Richmond, Virginia Commonwealth University, area residents and businesses. The Conservancy seeks a qualified Conservancy Director to manage the routine administrative operations of the park, social media strategy, short and long-term planning, fundraising and development, programming design, and other areas of non-profit management.

The successful candidate will bring not only the technical skills and knowledge in the areas of park and non-profit management and programming, but also the emotional intelligence, leadership qualities and cooperative team skills needed to advance the Conservancy's mission and vision for the park and its visitors.

*This is a part-time, 30-hour per week position. Job posting is open until filled. Cover letter and resume required. Please send applications to [info@monroepark.com](mailto:info@monroepark.com)*

## Responsibilities

**Board Governance:** Works with Board to fulfill Conservancy's mission.

- Reporting to the Board President, the CD will lead the Conservancy as the sole staff person of the organization in a manner that supports and guides the mission.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**Financial Performance and Viability:** Develops resources sufficient to ensure the financial health and ongoing development of the Conservancy.

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- In partnership with the Board, assisting with fundraising and developing other resources necessary to support the ongoing operations and development of the Conservancy.

**Conservancy Mission and Strategy:** Works with Board to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for development and implementation of programs that carry out the organization's mission.
- Partners with Board in strategic planning to ensure that the Conservancy can successfully fulfill its mission into the future.
- Responsible for the enhancement of the Conservancy's image by being active and visible in the community and by working closely with appropriate government agencies and other professional, civic and private organizations.

**Conservancy Operations:** Oversees and implements appropriate resources to ensure professional and responsive operations of the Conservancy.

- Responsible for effective administration of the Conservancy's operations.
- Create and implement effective social media strategy.
- Develop and administer operating policies and procedures.
- Manage special event permitting and planning processes.

## **Qualifications**

- Bachelor's Degree.
- Relevant experience in park and/or non-profit management.
- Exceptional attention to budget and data detail.
- Strong project management skills coordinating multiple stakeholders and tasks and meeting deadlines. Demonstrated ability to organize and prioritize work, take initiative, resolve problems, use discretion and diplomacy, follow through, and ensure objectives are met in a timely manner.
- Ability to develop compelling event content and programming, and to identify and mobilize event partners, volunteers and other key participants.
- Ability to persuasively articulate Conservancy's mission and program objectives, and to serve as an organizational spokesperson.
- Proficient in Excel, Word, and Outlook.
- Demonstrated ability to work with a diverse team as well as independently.
- Strong donor-centric orientation and good customer service skills.
- Excellent written and verbal communication skills.
- Flexibility with work schedule as this position may require evening and weekend work.

The job description above is intended to describe the general nature and level of work to be executed by the individual in this position. It is not an exhaustive list of all responsibilities, duties, and skills required. Candidate may be required to perform duties outside of their normal responsibilities from time to time, as needed.