



## Executive Director

### *Job Description*

Walnut Hills  
Redevelopment  
Foundation

The WHRF is a non-profit Community Development Corporation (CDC) focused on enhancing the quality of life in the Walnut Hills neighborhood of Cincinnati, Ohio. Our vision is a Walnut Hills that is vibrant, safe, healthy, and inclusive for all, and we believe a quality place should be accessible to everyone. The WHRF is committed to dialogue and collaborative work with our community development partners, organizations, stakeholders, and residents to create powerful change. We are seeking an Executive Director who will be part of this team and be able to align themselves with our organization's six areas of focus: **civic dialogue, cultural programming, enhanced social services, enhanced public spaces, protection of historic assets, and public/private development partnerships.**

### Executive Director Position, Duties & Responsibilities:

The Executive Director of the Walnut Hills Redevelopment Foundation serves as CEO and is responsible for the consistent achievement of its vision, mission, and action plans under the supervision and direction of the Board of Directors, comprised of diverse stakeholders, business owners, and residents.

#### **Real Estate and Economic Development – 30%**

- Ensure continuity of strong, positive real estate and economic development activities, in conjunction with the Director of Real Estate.
- Develop and drive strategies that support equitable development, consistent with the neighborhood's Reinvestment Plan (<https://walnuthillsrf.org/walnut-hills-reinvestment-plan/>).

#### **Community & Stakeholder Relations – 25%**

- Develop and maintain effective relationships with community members and stakeholders through proactive and attentive outreach and engagement.
- Strengthen the WHRF brand by representing the organization's mission, programs, and goals to government agencies, organizations, and the public;

#### **Financial Sustainability – 25%**

- Ensure that adequate funds are available to enable the WHRF to carry out its work, inclusive of but not limited to:
  - Building and maintaining strong working relationships with current funders;
  - Building relationships that lead to new funding sources;
  - Cultivating and engaging current and new individual donors of the WHRF.
- Work with staff and the board of directors to prepare an annual budget, seeing that the organization operates within the budget guidelines;
- Ensure that the organization maintains strong financial practices.

#### **Operations – 20%**

- Provide leadership and management of the WHRF day-to-day operations, long-term projects, and organizational logistics and growth;
- Be responsible for the recruitment, supervision and release of all paid staff, interns and operational volunteers;
- Cultivate, maintain and support a strong board of directors
- Provide leadership and idea-generation in developing policy, programs, and organization and financial plans that will support our mission, team, board, and partners.

## Required Qualifications:

The WHRF is seeking an individual with the qualifications listed below. As the Executive Director must be able to work on a variety of projects and with a diverse range of people, a candidate must possess the following minimum qualifications to be considered:

- Commitment to the WHRF mission as spelled out in the Reinvestment Plan
- Bachelor's Degree in relevant field (i.e. Urban Planning, Communications, Business, Social Services, Real Estate, Marketing, etc.);
- 5 to 7 years of work experience in management including planning, budgeting, and evaluation;
- Experience in and working knowledge of nonprofit real estate development, from project conception to completion, including knowledge of urban planning, zoning, and financing;
- Experience in staff supervision and the development of high performance teams;
- Strong written and verbal communication skills;
- Willingness to work outside the "9-5" expectation, such as weeknight and weekend morning/afternoon meetings, events, or fundraisers;
- Proven ability to work in a culturally and ethnically diverse environments, with a willingness to work through complex social issues and understanding of race, class and gender dynamics.
- Demonstrated experience managing multiple projects requiring fine attention to detail.

## Desired Qualifications:

- Experience as Executive Director of a non-profit organization;
- Three to five years of experience in neighborhood development or community outreach;
- Marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders;

## Personal Characteristics:

- Willingness to get your hands dirty and engage in all levels of work at the organization;
- Strong leadership presence, inside and outside of the organization with strong public speaking skills;
- Entrepreneurial spirit, with an interest in tackling big challenges and achieving big goals

## Compensation:

Dependent on the applicant's qualifications, our compensation package is commensurate with the applicant's level of education and experience. Current salary range: \$60,000 – \$70,000, plus a generous benefits package. Opportunities for growth inclusive of bonuses.

## Application Process:

To apply for the position, **please submit a cover letter and resume with at least three references** to [careers@walnuthillsrf.org](mailto:careers@walnuthillsrf.org) with "Executive Director" in the *Subject* line. Visit our website, [www.walnuthillsrf.org](http://www.walnuthillsrf.org) to read pertinent information about our organization and the Walnut Hills Neighborhood.

Application Deadline: April 7, 2020

Anticipated Hiring Date: June 2020

The Walnut Hills Redevelopment Foundation is an Equal Opportunity Employer.

*We are thrilled for this next chapter at the WHRF. All submissions welcome.*

*-WHRF Board of Directors*