Executive Director, Greater Whitehaven Economic Redevelopment Corporation

Greater Whitehaven Economic Redevelopment Corporation was originally chartered in 1991 as the Whitehaven Community Development Corporation. The mission of GWERC is to build broad-based alliances that stimulate financial investment to strengthen the Greater Whitehaven economic base.

GWERC is seeking an organized, energetic and engaged leader to meaningfully impact the economic fortunes of the more than 60,000 residents of the Greater Whitehaven community. GWERC is at the forefront of leading community efforts for the economic revitalization of the Greater Whitehaven community.

PURPOSE:
Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for current and future GWERC staff, program expansion, and execution of its mission. The Executive Director will work collaboratively with the Board of Directors to develop strategic goals, lead the organization with a sense of purpose, passion and creative promotion of the mission. This role is currently responsible for all planning, finance, fundraising, programs, public relations, staff and operations.

The ideal candidate for this role is an Executive Leader with direct experience in leading program impact and ensuring financial stability and should possess the following attributes:

- Strategic and action-oriented
- Energetic, mission-driven and self-directed
- Enthusiastic about making new connections and engaging stakeholders
- Persuasive and passionate communicator
- Extensive experience in project management
- Deep understanding of community and economic development principles
- Solid financial acumen with budgeting experience
- Possesses the highest level of personal and professional integrity
- Committed to excellence, with a direct connection and passion for the Whitehaven community

RESPONSIBILITIES:
Organizational Leadership

- Work with the Board of Directors to lead the organization through development and execution of strategic planning and sustainability efforts, evolving the model as necessary.
- Develop, lead and coach a high-performance staff to assure achievement of goals and objectives.
- Build the appropriate organizational structure and operational processes to achieve strategic goals.
- Create and manage implementation of programs and ensure programs are executed within acceptable standards to yield maximum impact.
- Develop measurable and defined targets for organizational performance, monitor performance according to selected metrics, and course-correct when needed.
- Actively engage and energize volunteers, Board members, committees, partnering organizations, and funders. Share the inspiration of the mission and the passion for Whitehaven.
- Raise the external profile of GWERC. Prepare and implement with Board approval a public awareness plan and act as a representative with governmental, community, civic and industry groups.
- Formulate and execute comprehensive marketing, communications, branding, development, and program strategies that will ensure consistency throughout the organization and enhance revenue.
- Manage and maintain strong relationships with a broad set of stakeholders, including: senior government officials, community members, and private and nonprofit sector leaders.
- Assure that GWERC operates in compliance with all requirements, additional policies, procedures, and guidelines established by the Board of Directors, government and regulatory agencies, and signed agreements with funders.

**Fundraising and Financial Acumen**
- Collaboratively develop and execute GWERC’s fund development strategy, identifying philanthropic, government, private funding and revenue-generating prospects that are mission aligned
- Assure financial stability to support operational and strategic plans, sustainability including the development and implementation of effective fund-raising campaigns and other innovative approaches to development.
- Maintain accurate and timely financial reporting, analysis of financial information, development of annual budget and management of financial resources to meet all organizational objectives.

**Board Engagement**
- Cultivate a strong and transparent working relationship with the Board and ensure open communication including the measurement of financial, programmatic and impact performance against agreed milestones and goals.
- Engage the Board in activities related to fundraising, sustainability and organizational growth.
- Coordinate effective regular meetings of the Board, executive & standing committees including the development of the agenda and supporting materials.

**QUALIFICATIONS:**
- Bachelor’s degree – preferably an advanced degree in urban planning, nonprofit management or business management. Relevant work experience will also be considered.
- Minimum of three years of experience in a related leadership role at a company or nonprofit
- Knowledge of leadership and management principles related to non-profit organizations
- Experience with grant writing, management and reporting requirements
- Self-starting work ethic with strong organization and management skills
- Strong professional network
- Strong marketing, public relations or fundraising experience (“leading the ask”)
- Experience working with a Board of Directors
- Strong written and verbal communication skills, including public speaking

**SALARY:**
Base salary for this position is $68,000 annually, Salary will be determined by the experience and ability of the selected candidate.

**TO APPLY:**
Send a cover letter (required) and resume with subject line “GWERC Executive Director” to info@gwercmemphis.org. Materials should be submitted by close of business on September 9, 2022.