

# Greater Belhaven Neighborhood Foundation

## Executive Director

### Position Description

*The Greater Belhaven Foundation is a 501(c)(3) non-profit corporation with a mission of preserving and enhancing Greater Belhaven. This mission is achieved through long-range planning, historic preservation, economic restructuring, green spaces, and quality of life in both the Belhaven and Belhaven Heights neighborhoods.*

The Greater Belhaven Neighborhood Foundation (GBNF) seeks an enthusiastic, motivated and dedicated individual with non-profit experience to lead and manage the 501(c)(3) organization created in 1999 to enhance, protect and improve all areas of Greater Belhaven. The executive director is responsible for overseeing the administration, programs and strategic plan of the organization. This position requires solid budget management skills, strong organizational and planning skills, and non-profit fundraising knowledge. The executive director needs strong public speaking skills and communication abilities to connect with a diverse group of neighborhood constituencies. The position reports directly to the GBNF Board of Directors.

#### **PRIMARY RESPONSIBILITIES:**

##### **Oversee Mission and Strategic Plan of the Organization**

- Executive Director is the primary contact between the GBNF and the City of Jackson, the Belhaven business community, the institutional partners domiciled in Belhaven and neighboring, the various Belhaven neighborhood organizations (BIA, Security Association, Belhaven Heights, etc.), and the residents of Belhaven
- Lead strategic planning with board of directors to ensure that GBNF can fulfill its mission
- Implement programs and events that carry out the organization's mission
- Represent GBNF at community events, civic meetings, and actively work with neighborhood constituencies and report and make recommendations to board of directors
- Communicate effectively with the board of directors in a timely manner providing any detailed reporting necessary for the board to make informed decisions

##### **Lead and Develop Robust Fundraising and Marketing**

- Develop resources through active fundraising and management of the Belhaven 100 and Being Belhaven annual giving campaign
- Promote GBNF through budgeted events such as Bright Lights Belhaven Nights, Belhaven Arts Series, Pumpkins in the Park, and other events as approved by the Board

- Manage relationship with marketing contract service and provide content for website, social media and other digital media

#### **Ensure Financial Stewardship and Effective Operations**

- Manage all aspects of the office organization
- Oversee contract financial services and present financials to board of directors
- Oversee, hire and retain any future full time/part time qualified staff

### **JOB EXPECTATIONS:**

#### **City and Neighborhood Representation**

- Attend relevant and appropriate zoning, city council, legislative, and other meetings that have an impact on the Greater Belhaven Neighborhood Foundation
- Foster relationships with other Belhaven organizations to promote open lines of communication and a positive working relationship
- Represent GBNF and be visible at neighborhood events

#### **Communication / Marketing**

- Maintain the GBNF website and all social media outlets to ensure all information is accurate, up to date, and promoting Greater Belhaven Neighborhood mission and events
- Create and distribute monthly email newsletter and work to grow the distribution list
- Produce printed materials – invitations, flyers, posters, newsletters, signs – for GBNF events and distribute in timely manner.

#### **Development**

- Create annual development plan to be presented to the board
- Meet with corporate partners, Belhaven 100 members, and other potential donors to nurture existing relationships and grow the fundraising base
- Receipt all donors and be knowledgeable about best practices in fundraising

#### **Special Events**

- Coordination of GBNF responsibilities for Bright Lights Belhaven Nights, including oversight of all agreements, securing funds from traditional BLBN supporters, and handling any accounting needs of the BLBN steering committee
- Manage annual Belhaven 100 fundraising event
- Manage Belhaven Arts Series and Pumpkins in the Park
- Securing and overseeing volunteers and in-kind donations for GBNF events and programs

#### **Administrative**

- Preparing materials, meeting schedules and arrangements for all board meetings and annual board retreat, when called
- Oversee the maintenance and cleanliness of the GBNF offices and property at 954 Fortification Street

- Monthly review of financials with accounting contract services and board treasurer
- Actively work with board treasurer and executive committee to create annual budget and implement accordingly

**Qualifications:**

- Bachelor's Degree required
- 8 to 10 years work experience preferred
- Non-profit management experience preferred

. To apply, please submit letter of interest and resume:

Greater Belhaven Foundation  
954 E. Fortification Street  
Jackson, MS 39202

Board reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Greater Belhaven Foundation as necessary

The Greater Belhaven Neighborhood Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements,

