

EXECUTIVE DIRECTOR – CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

SUMMARY

The Executive Director of the Friends of Hudson River Park functions as the Chief Executive Officer of the corporation. In this capacity, the incumbent is responsible for implementation of policies set by the Board of Directors, meeting annual goals and objectives, and the financial program and administrative management of the corporation. Guidance and direction is provided by the Chairman of the Board and President and by the Board and its Executive Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include but are not limited to the following:

1. Responsible for selection and overall leadership of staff in the development and implementation of short and long range plans and policies and other activities.
2. Responsible for the financial management of the corporation, including the development and implementation of the annual budget.
3. Assist the Chairman and Board of Directors in managing Friends' relationship with the Hudson River Park Trust and conduct all communications and negotiations to ensure cooperation and mutual support for our shared goals.
4. Responsible for the development, implementation and realization of the annual work plan of the corporation as approved by the Board of Directors.
5. Responsible for liaison with government agencies, the press and other civic community and advocacy organizations, such as the Friends of Clinton Cove Park, the Chelsea Water Side Park Association, Community Boards # 1, 2, 4 & 7; as well as elected officials and the philanthropic / foundation community.
6. Responsible for providing information, advice, and counsel to the Chairman of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the corporation.
7. Responsible for support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda and meeting materials.
8. Responsible for administration of overall operation of the corporation, including: the annual budget, reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.
9. Perform other duties as required.

SUPERVISORY RESPONSIBILITIES

Responsible for supervision of all assigned staff & consultants. Responsibilities include interviewing, recommendation for hiring and training employees; planning, assigning and directing of work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

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EDUCATION/EXPERIENCE

Attainment of a MBA, equivalent advanced degree in a related field or advanced administrative experience and seven years of increasingly responsible management experience, at least five of which shall have been in a supervisory capacity.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from membership, staff and members of the community; communicate effectively in both written and oral form; and effectively present information to elected officials, state and city agencies, membership, top management, public group, and/or Board of Directors.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and interpret an extensive variety of technical instructions in mathematical, blueprint or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and techniques of research grant administration, contract administration and negotiation, park administration, community organization, fiscal and organizational management, principles and practices of marketing and public relations. Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with park advocates, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.