



Job title	Executive Director (ED)
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Job purpose

The Executive Director (ED) serves as the chief steward of City Fields' mission, cultivating partnerships, developing leaders, strengthening neighborhoods, and guiding the organization through strategic growth while remaining deeply connected to the residents and communities it serves. He/she is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach.

The position reports directly to the Board of Directors.

Duties and responsibilities

Board Governance

Cultivating a strong board of directors who help fulfill the mission of the organization.

- Responsible for leading City Fields in a manner that is congruent with the organization's charter, by-laws, and mission (*to be a catalyst for change in Cleveland's most overlooked neighborhoods*).
- 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

Cultivating resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of City Fields. At bi-monthly board meetings, the ED will submit to the Board appropriate budgets, financial statements, and forecasts, which accurately reflect the financial condition of the organization.
- 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.
- Responsible for strategic fundraising and developing other resources (including grants) necessary to sustain and advance City Fields' mission.

Vision, Mission, and Strategy

Cultivating both board and staff to ensure that the mission and vision of the organization are fulfilled through holistic programs, strategic planning and effective community outreach.

- Responsible for the development and vision-casting of City Fields' programs that carry out the organization's mission in all five "Fields" - Physical Revitalization, Social Revitalization, Neighborhood Safety, Economic Development, and Leadership Development.
- Responsible for strategic planning to ensure that City Fields can successfully fulfill its mission into the future through development and enhancement of programs and initiatives.
- Responsible for the enhancement of City Fields' public image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Responsible for maintaining a visible and meaningful presence within City Fields' focus neighborhoods, building trust and collaborative relationships that strengthen neighborhood cohesion and advance the organization's mission.

Organizational Operations

Cultivating appropriate resources (financial, human, and social capital) to ensure that the operations of the organization are effective.

- Responsible for recruiting, developing, and retaining competent, mission-aligned staff. The Executive Director recommends staffing additions and key hires to the Board (or its designated personnel committee) for review and approval in accordance with Board policy.
- Responsible for providing ongoing supervision, coaching, and regular performance evaluations for staff, fostering accountability, professional growth, and organizational effectiveness in support of City Fields' mission and strategic objectives.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization with support and approval of the Board.
- Responsible for the management of programs/activities in all five of our "Fields", with a special emphasis on Physical Revitalization:
 - Providing executive leadership for City Fields' housing and neighborhood revitalization initiatives, including property acquisition, housing development, affordable homeownership opportunities, strategic partnerships, and innovative efforts that advance long-term neighborhood stability.
 - Advocating for and achieving substantial improvements in the "built environment" within our target neighborhoods, with attention towards structural, economic, and social development.

Professional Qualifications

ED qualifications include:

- Bachelor's degree, master's degree preferred
- Five or more years nonprofit community development experience
- Transparent and high integrity leadership
- Budget management skills, including preparation, analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating, and program development
- Ability to convey the vision and strategies of City Fields' to staff, board, volunteers and donors
- Knowledge of and experience with fundraising strategies and donor relations unique to nonprofit sector and southeast Tennessee region
- Collaborative spirit to work with and motivate board members, staff, and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Working conditions

This position may, at times, be required to work on evenings and weekends, and is exempt from overtime pay.

Candidates may inquire or apply by submitting a cover letter, resume, and references to search@cityfieldscdc.com.

Starting Salary \$65,000

Approved by:	<i>Board of Directors</i>
Date approved:	<i>TBD</i>
Reviewed:	<i>TBD</i>

