

RTP EXECUTIVE DIRECTOR JOB DESCRIPTION

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Carry out the Board's policies and strategic direction, working closely with the Board President and a strong team of two independent contractors: Operations Director and part-time Administrator & Program Coordinator.

PROGRAM

- Organize the homeowner/community agency selection process
- Recruit skilled volunteers in conjunction with the Operations Director
- Develop and maintain relationships with House Management Teams and other current and potential volunteer groups
- Liaison with the Senior Collaborative and other coalitions
- Cultivate community partnerships
- Develop new programs/services for homeowners and neighborhoods

MANAGEMENT & PUBLIC RELATIONS

- Direct and oversee all RTP programs and activities
- Work closely with the Board/Board committees on developing and carrying out strategic initiatives
- Recommend the annual operating budget to the Board
- Monitor expenses within the annual budget and to meet funder obligations
- Serve as the lead spokesperson for RTP, developing and coordinating public awareness, visibility, and brand enhancing activities
- Work with current and potential student teams/projects, especially in collaboration with the Wharton Nonprofit Leadership Program
- Coordinate dues, insurance, and other administration with RT National
- Set priorities for and support the work of other independent contractors in administration, volunteer development and operations

FUND DEVELOPMENT

- Coordinate sponsorships/partnerships with RT National
- Make presentations to potential major gift individuals and institutional funders
- Secure in-kind gifts and document value of said gifts
- Support the Board/Board Committees in corporate and individual fund-raising and solicit all constituencies using Board member and other connections
- Cultivate new sources of corporate and individual giving
- Write grants and reports to foundations
- Develop special events to raise funds and build community

Other projects as assigned.