



Executive Director

Position Description

Overview

The Executive Director develops and advances strategies to accelerate the implementation of Uptown Partners' (UP) strategic plan and the Neighborhood's adopted "EcoInnovation District Plan." The Executive Director represents the neighborhood and UP with relevant public and private partners to improve the community's quality of life and continued revitalization. With guidance and support from the Board of Directors, the Executive Director oversees all administrative, fiduciary and management needs of the organization.

Established in 2007, Uptown Partners of Pittsburgh is a non-profit, community benefits organization uniting residents, anchor institutions, and business owners to advance the community's vision for a vibrant, sustainable, and just Uptown for all.

UP's work centers on five strategic principals:

- Lead neighborhood plan implementation
- Advocate for development
- Engage the community
- Create a safe and vibrant Uptown
- Leverage and expand key relationships

Uptown Partners is a member of and supports the work of the Uptown Task Force to implement the EcoInnovation District Plan; the neighborhood plan adopted by Pittsburgh City Council in 2017. As an advocate for the plan and the neighborhood, UP collaborates closely with neighborhood stakeholders, city departments, and allied organizations to advance the community's vision for the future.

Responsibilities

Essential duties include:

Operations + Organizational Management

- Develop, implement, and monitor Board-approved work plan; ensure alignment with the adopted strategic plan
- Oversee all programmatic areas, including public safety, cleaning and greening, removal of blight and vacancy, public art and community events
- Recruit, supervise, and retain staff, interns, and consultants to ensure qualified implementation of the work plan; provide leadership, motivation and constructive performance evaluations of staff
- Publish an annual report documenting the organization's progress towards goals and illustrating value to residents and stakeholders
- Act as the sole liaison between Board of Directors and the organization's staff, providing relevant updates, direction, and support

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Financial planning + Fundraising

- Prepare fiscally sound annual budget enabling unencumbered execution of the annual work plan
- Aggressively seek out new funding sources and innovative ideas for revenue generation
- Prepare grant proposals and reports; maintain and expand funder relationships
- Ensure accurate development of monthly financial reports and annual audit for Board of Directors review and approval

Community Outreach + Collaboration

- Serve as the primary liaison to neighborhood residents and businesses; organize and conduct quarterly community meetings
- Sustain and build new relationships with major neighborhood stakeholders including property owners, businesses, developers and anchor institutions
- Ensure compliance with, and continued recognition as a “registered community organization” and ensure compatibility of new developments to the EID plan
- Oversee neighborhood outreach and supplementary programs that build community
- Advocate for Uptown community priorities as identified in the neighborhood plan
- Encourage business/economic development and new housing development in Uptown
- Represent UP and Uptown with elected representatives and relevant City of Pittsburgh departments
- Serve as the primary spokesperson for the organization and the Uptown neighborhood

Uptown Task Force

Uptown Partners is a member of the Uptown Task Force, a coalition of stakeholders implementing the EcoInnovation District Plan. In addition to representing UP and Uptown residents, the Executive Director also insures alignment of the organization’s workplan with the ongoing efforts of the task force.

Uptown Partners and the Uptown Task Force are exploring partnership opportunities to deliver backbone support, which may include shared fundraising and new staffing models to advance the initiatives of the neighborhood plan. The Executive Director and Board of Directors will identify futures roles and responsibilities as these discussions evolve.

Education, Skills + Personal Attributes

Successful candidate brings a passion for Pittsburgh, a vision for Uptown and:

- Five or more years of experience in community development, urban/regional planning, non-profit management, or economic development
- Proven experience in financial management, fundraising, and grant management

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- Experience in organizational management and administration, including staff supervision/development, developing and implementing strategy, and building new systems for documentation and assessment
- Foundational understanding of real estate and economic development principals
- Knowledge of governmental systems, government agencies and processes related to community development, and funding systems; core understanding of Pittsburgh's development dynamic preferred
- Versatility, flexibility and a willingness to work within multiple priorities
- Ability to build new partnerships and leverage existing relationships for the benefit of the community
- Clear, effective verbal and written communication and presentation skills
- Demonstrated ability to conduct large, high-pressure engagement meetings and translate negative feedback into constructive program adjustments
- High level of self-motivation with drive to take initiative; including willingness to develop independent goals and tasks
- Highly organized and proactive with the ability to meet deadlines; capable of creating and keeping a dynamic schedule
- Strong ability to entertain and objectively assess competing sociopolitical ideas and agendas.

General Information

- This position is based at Uptown Partners offices in Uptown
- A flexible schedule, including some evening and weekend hours, is required
- Salary commensurate with experience; competitive benefits offered

Apply

Interested candidates should submit a cover letter, resume, three professional references, and salary requirements to: search.uptownpartners@gmail.com