LEGACY GREENSCAPES

EXECUTIVE DIRECTOR- JOB ANNOUNCEMENT

Legacy Greenscapes, Inc. (LG) manages Clark County’s newest park, Legacy Grove, and other public spaces to ensure people enjoy clean, safe, and beautiful parks. LG is committed to ensuring the region has public parks that raise the quality of life of our communities. Parks offer a space for people to play, exercise, imagine, and connect with neighbors. Legacy Grove is an inclusive 31-acre park with features for people of all ages and abilities. The park continues the healing mission of the community hospital located on the site from 1967 to 2012.

Legacy Greenscapes, Inc. seeks a visionary and ambitious Executive Director (ED) to lead LG. The ED will work with the Board of Directors to develop the mission, vision, and strategy of LG. The ED will be responsible for defining the strategic direction, ensuring the resources are in place to accomplish important mission-related goals, recruiting key partners and stakeholders to implement programmatic goals, and building the development capacity of the organization. The full-time, exempt position will report directly to the Legacy Greenscapes Board Chair.

Core Responsibilities

- Work closely with the Board of Directors and committees to inform, assess, and address issues that affect LG.
- Oversee the daily operations of Legacy Grove and other public spaces, maintaining safe, clean, fun and beautiful park environments for the community.
- In partnership with the board of directors, develop an actionable plan to set and meet annual fundraising goals to secure support and grants from foundations, corporations, individuals, and government funding sources.
- In conjunction with the board treasurer and finance committee, develop and manage an annual budget that includes all financial obligations of Legacy Greenscapes.
- Assist in and support the development of a strategic plan and create annual goals and strategies to meet plan milestones.
- Increase community awareness of LG by establishing and maintaining effective working relationships with various stakeholders, including park users, park volunteers, community groups and leaders, local and regional businesses, local and regional parks and recreation agencies, regional private parks, and the general public.
- Serve as the organization's face and actively participate in events, both of which increase visibility, credibility, and brand in the community.
- Establish relationships to develop a robust internship program to support the year-round staffing of Legacy Greenscapes.
- Be inclusive of all people in the community and intentionally make diverse relationships.
- Responsible for implementation of policies and procedures related to safety and risk management.

Administrative Responsibilities

- Prepare regular written materials/communication such as monthly, quarterly, and annual reports, financial reports, and inventory reports on park amenities, equipment, and materials.
- Provide supervision and support for all Legacy Greenscapes staff. All staff will report directly to the Executive Director.
- Maintain the organization’s budget, submit all monthly invoices, and regularly review all monthly financial reports.

**Minimum requirements**

- Bachelor’s degree in non-profit management, business, accounting, or related field.
- 3+ years of experience with nonprofit board management.
- Knowledgeable about charitable giving and donor recruitment.
- Basic understanding of risk management and applicable local, state, and federal laws.
- Able to present ideas and recommendations clearly and concisely, both verbally and in writing.
- Ability to plan and direct work activities, to manage time efficiently, and set priorities.
- Polite, respectful, and professional.
- Fair, trustworthy, sound reasoning skills, strong work ethic and proactive.
- Able to work independently with minimal supervision.
- Valid driver's license and use of personal vehicle.
- Demonstrated proficiency in software programs, especially Microsoft Office programs and smartphone/tablet applications.
- Ability to walk several miles on uneven ground, improved and unimproved surfaces.
- Ability to work inside and outside, with exposure to varying weather conditions and extreme cold and heat.
- Potential candidates must submit to a background and credit check.

**Salary and benefits**

- Competitive salary and benefits package. Salary range $50,000 - $60,000 based on experience.

Qualified candidates must submit a cover letter, resume, and three professional references to the Legacy Greenscapes Personnel Committee at employment@legacygreenscapes.org by 5 pm, August 30th. Please include “EXECUTIVE DIRECTOR APPLICATION” in the subject line.