



Allegheny City Central Association

Executive Director Position Description

Allegheny City Central Association (ACCA) is currently seeking candidates for a part-time (20-30 hours per week) Consultant position. The successful candidate will have a proven track record of project management, fund-raising, grant-writing and community engagement.

Job Duties: The primary responsibility of the Consultant is to facilitate the process of physical and human development that stands as the mission of the ACCA. All of our development is premised on enhancing the quality of life for all Allegheny City Central residents and helping residents identify, mobilize and use community assets. The Consultant will help to increase communications with residents and community constituents on residential and real estate development and liaise with the ACCA Board of Directors Committee Chairs and consultants and serve at the discretion of the board.

1. PROJECT MANAGEMENT

- a. Provide support and diligent oversight to current and future projects as determined by the Board of Directors of ACCA.
- b. Seek other meaningful opportunities to present to the Board of Directors for consideration

2. FUNDRAISING

- a. Maintain productive relationships with existing funders
- b. Identify additional funding opportunities
- c. Ensure grant contract compliance
- d. Generate funds to cover Executive Director position compensation

3. COMMUNITY INTERACTION

- a. Interface with community residents, partner agencies and public officials in a positive manner
- b. Attend city and public official meetings
- c. Liaise with the Communications Chair and P.R. Director for effective communication through the ACCA website, Facebook, twitter and other mediums
- d. Advocate for the needs of the community
- e. Attend community meetings and events

4. ADMINISTRATIVE

- a. Provides administrative support to ACCA Board and committees:
 - i. Attend Board and General Membership meetings
 - ii. Manage effective follow-up on all Board actions
 - iii. Take action as requested on various tasks as directed by the Executive Board
 - iv. Maintain record of activities and tasks performed to report as requested
- b. Assist in preparation of financial reporting by:
 - i. Preparing and submitting reimbursement requests to funders
 - ii. Preparing expense reports
 - iii. Participating in annual budgeting process
 - iv. Assist with Local, State and Federal filings

Experience Required:

The successful candidate will have 3 years in a leadership position at a non-profit and/or community-based organization serving a diverse, urban environment. Candidate should have experience working in an environment requiring strong organizational and effective time management skills. Grant-writing experience is a necessity. Proficiency in Microsoft Office Suite or similar programs required.

Education Requirement:

Bachelor's degree required; Master's Degree preferred.

Compensation:

Salary commensurate with experience. Candidate will be expected to generate funding for their compensation.

If you know of any candidate who may be interested in applying for the position, please direct them to our website or email employment@accapgh.org to submit a cover letter, resume and salary requirements.



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