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| **Job Title:** | Executive Director |
| **Reports To:** | CHCA President |
| **FLSA Status:** | Exempt |
| **Last Updated:** |  |

**Position Summary:** The Executive Director partners with the President to develop direction, set policies, and implement initiatives of the CHCA, and administers Board decisions. On a daily basis, the Executive Director oversees operations, supports each division of the CHCA – Operations, Physical, and Social – and provides managerial support to the Chestnut Hill Community Fund (CHCF). The Executive Director also maintains communication with the *Chestnut Hill Local*, other Chestnut Hill organizations, the Philadelphia City Planning Commission, City Council and other City agencies, and serves as a critical communication link between the CHCA and the community. Additionally, the Executive Director will drive and help shape the celebration and message of this 70 year old civic organization, which at its core represents approximately 10,000 residents in 19118, a thriving business area and key institutions which collaboratively work with this group and share its mission.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily.

1. **Board Development and Support**
   1. In conjunction with the Board, provide guidance of the core purposes of the CHCA, and promote the visibility of CHCA programs, plans, and achievements to create and maintain the Association’s value to the community.
   2. Support the CHCA Board by guiding its adherence to bylaw requirements, aiding in the creation of meeting agendas and annual schedules.
   3. Ensure community issues and events are represented and addressed in accordance with CHCA mission at meetings of the CHCA Board, Executive Committee, and CHCA Physical Division (Development Review and the Land Use Planning & Zoning Committees); attend meetings as appropriate.
2. **Physical Division**
   1. As manager of the CHCA’s Registered Community Organization status with the City, guide and support the responsibilities of the Physical Division in its review of RCO/DRC and Streetscape applications.
   2. As day to day steward of the RCO, champion CHCA’s 70-year history of preservation, conservation and development in the community and with stakeholders, through dynamic content on CHCA web site, Facebook and other social media, creation of public forums, and other vehicles.
3. **Membership, Volunteer and Community Engagement**
   1. Oversee member recruitment and retention process for efficiency, ease-of-use, smart communication, renewal rate, and growth.
   2. Oversee implementation of CHCA new resident program for new member enrollment and engagement.
   3. Recruit volunteers from the Board of Directors and the CHCA membership to assist in all membership drives, and other profile-raising events and programs.
   4. Develop and nurture a sound, engaging and supportive relationship with elected and appointed City officials and State officials responsible for Community Development, as well as with foundations that share that same interest. Act as a sounding board for our plans and accomplishments in building a more vibrant and safe community for our residents and businesses.
4. **Development and Fundraising**
   1. Work with Board committees to identify funding needs and potential sources for CHCA programs (e.g. grants, sponsorships, donations, memberships, volunteers, participants) to fully cover CHCA’s operating expenses.
   2. Assist standing and fundraising committees in execution of their plans, establishing strategies, submitting proposals, support committee chairs, identifying all grants available to the CHCA that are consistent with goals and programs and, with Executive Committee approval, complete grant applications.
   3. Meet with local and regional partners to drive sponsorship of events and donations to the CHCA. Ensure deliverables of sponsorship campaigns are met.
   4. Support CHCA Annual Fund Drive Appeal and CHCA Tree Fund, Greenspace & ReTree initiative.
5. **Office Operations & Fiscal Management**
   1. Ensure the CHCA is operating within budget guidelines by (1) monitoring the Association’s bank accounts, business records, and budget tracking, and financial statements.
   2. Ensure the books of record are current and accurate
      1. Membership database
      2. General ledger
   3. Prepare BVA (budget vs. actual reports) timely and accurately
      1. Monthly financial results
      2. Program financial results
   4. Properly explain variances to budget including root causes as appropriate.
   5. Manage legal concerns regarding banking agreements, employee policies and notifications, and compliance with government requirements, tax filings and annual audit.
   6. Oversee small staff for office support.
6. **Chestnut Hill Community Fund** 
   1. In cooperation with the CHCF, oversee the care and upkeep of CHCF-owned properties, supervising necessary repairs and improvements, managing insurance claims, addressing tenant concerns, negotiating leases, finding new tenants as needed, responding to all emergencies.
   2. Support programs of the CHCF, and support for all CHCF administrative needs.
7. **Chestnut Hill Local**
   1. In collaboration with the LOCAL publisher oversee staff wide programs for payroll, insurance, healthcare and other benefits.
   2. Collaborate with Local editor to provide CHCA content and story ideas that further the CHCAs brand.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Bachelor’s degree
* 3-5 years’ experience in managing not for profit organizations
* Excellent writing and speaking skills to communicate with people of diverse backgrounds and interests.
* Flexibility in order to work effectively with the organization’s changing needs, priorities, and management styles.
* The ability to multi-task, and prioritize day-to-day and long-term projects.
* Demonstrated ability to oversee and collaborate with staff, manage conflict effectively and lead staff.
* Familiarity with MemberLeap or other contact management software.
* Experience raising monies to cover minimum annual operating budgets of $200,000 to $300,000.
* Ability to work some evenings and weekends to attend the organization’s community forums and events.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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**ACKNOWLEDGED: Employee Signature Date**

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**PRINT: Employee Name**

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**ACKNOWLEDGED: CHCA Officer Signature Date**