



4theVille Executive Director

JOB SUMMARY

4theVille is a multigenerational nonprofit, community-based tourism and arts organization created by Ville residents and community volunteers. Our mission is to restore pride in the legacy of the Ville, a historic African American community in the heart of St. Louis, Missouri, and inspire reinvigorated community.

Still in its start-up phase, 4theVille has increased and intensified its efforts to produce material, spread information, develop programs and encourage preservation of The Ville neighborhood. The organization's main initiatives include tourism operations, merchandising (providing neighborhood and city-wide tours), and development of a Cultural Boulevard. 4theVille actively seeks and is sought for collaboration on major projects and initiatives. Key partners have included Missouri Historical Society, St. Louis Shakespeare Festival, Trailnet, and Northside Community Housing, Inc. 4theVille was recently awarded the African American Cultural Heritage Action Fund grant from the National Trust for Historic Preservation to build organizational capacity to further advance its mission and realize its vision.

4theVille is seeking a passionate and dynamic leader for its inaugural Executive Director. The Executive Director is integral to the success of the organization and ensures the day-to-day function of the organization. Key priorities for this position include development of operations policy and strategy, facilitation of the organization's strategic planning process, fundraising, and program management. Other responsibilities include marketing, community outreach, and public relations. This position reports to and works directly with the Board of Directors.

GENERAL RESPONSIBILITIES

Board Governance: Work with board in order to fulfill the organization's mission.

- Regularly prepare reports to and communicate with the Board of Directors.
- Effectively communicate with the Board by providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Prepare organizational and legal documentation required by the Missouri Secretary of State and other local, state, and federal laws, including annual or semi-annual reports.



Financial Performance and Viability: Secure funds and develop strategies to ensure the financial health of the organization.

- Develop and implement strategies for fundraising and continued revenue streams to support the organization's programming and operations.
- Maintain the fiscal integrity of 4theVille by
 - submitting proposed annual budget and monthly financial statements.
 - working with Board Treasurer to accurately report the financial condition of the organization.

fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization's Mission and Strategy: Work with board to ensure that the mission is fulfilled through strategic planning, programming, and community outreach.

- Work with the Board of Directors to facilitate the organization's strategic planning process.
- Manage and support existing 4theVille programs and initiatives.
- Maintain and support 4theVille's connections to and partnerships with organizations and other stakeholders.
- Represent 4theVille by being active and visible in the community and by working closely with other community efforts.

Organization's Marketing and Public Image: Work with board to ensure the organization is visible and reflected well in all partnerships, media coverage, and community interactions.

- Serve as 4theVille's primary spokesperson to the organization's stakeholders, the media, and the general public.
- Develop and implement marketing and communications strategies to inform the organization's supporters and increase its visibility.

Organization's Operations: Oversee and implement policies and protocols to ensure the effective and efficient operations of the organization.

- Manage and perform daily operations and administrative tasks.
- Review and approve contracts for services.
- Sign all notes, agreements, and other instruments made and entered into on behalf of the organization.
- Develop hiring and onboarding policies and practices for the recruitment and retention of qualified staff.
- Lead, manage, and develop the organization's employees, volunteers, and organizational culture



This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Executive Director. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.

WORK CONDITIONS

The Executive Director position will be provided a relaxed office environment. A desk and supplies will be provided at the Northside Community Housing office in The Ville neighborhood, 4067 Lincoln Avenue, 63113. The office building will be shared with two Northside Community Housing staff members, nonetheless this position will be provided a secure space. Work-from-home is permissible. Work hours are flexible and may require after-hour and weekend work. Position requires a high level of social contact with the Board, partners, community members, customers, etc.

QUALIFICATIONS

Applicant should possess the following skill sets:

Technical Skills:

- Experience in working with and reporting to a Board of Directors.
- Excellent time management skills with ability to prioritize tasks and flexibility to address emergent opportunities.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience, excellent donor relations and cultivation skills, strong understanding of the St. Louis funding community.
- Excellent organizational, analytical, problem-solving, and project management skills, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills with experience in grant writing and reporting.
- Strong public speaking ability.

Soft Skills:

Applicant shall demonstrate the following soft skills,

- Transparent and high-integrity leadership with a commitment to diversity, equity, and inclusion.
- High-level strategic thinking and planning, including ability to envision and convey the organization's mission and vision to the staff, board, volunteers, donors, and the overall community.



- Strong interpersonal skills with ability to collaborate and build relationships with a racially, culturally, and socioeconomically diverse and broad range of stakeholders, including partner organizations, donors, prospective donors, board members, and community residents.
- Ability to supervise, collaborate, and manage relationships with staff.
- Ability to generate content for social media, fundraising appeals, and other communications.
- Strong work ethic.

Education and Experience:

Master's degree or Bachelor's degree preferred with experience working in or with nonprofit leadership, organizational development, strategic planning and fund development; *or*

Equivalent experience and credentials.

BENEFITS AND COMPENSATION

4theVille offers an outstanding opportunity for a motivated professional to assume a pivotal role in the evolution of a fast-growing, well-respected organization. This opportunity is supported by a 2-year funding commitment from the National Trust for Historic Preservation and a working Board of Directors that is committed to extending support beyond the terms of the National Trust funding. We are seeking an individual with enthusiasm and dedication to achieving our mission. We offer a competitive salary and benefits package commensurate with experience. Salary and benefits package are negotiable and can be modified annually via a performance review process adopted by the Board of Directors.

Salary Range: \$60,000 - \$70,000

SUBMISSION INSTRUCTIONS

Please send resume and cover letter electronically to: info@4theville.org.

NOTE: Please put "Executive Director Position" in the subject line

Deadline for Applications: March 14, 2022