



## Executive Director Job Description

**The Organization** Marine Park Alliance assists NYC Parks in its largest Brooklyn property with a mission to provide cultural, environmental, and volunteer programming for the health and well-being of all New Yorkers. We are a nonprofit organization focusing on three goals: stewardship of Marine Park, advocacy, and cultural and environmental programming to serve southern Brooklyn.

We are in an extraordinary growth period elevating the organization from a grassroots, volunteer-led group to a higher-functioning nonprofit. The tasks of creating a culture of giving among park users and improving the level of care in the park are long-term aspirations within reach.

**The Position** The Executive Director reports directly to the board chair. The ED oversees the organization's daily operations, including programming, fundraising, and general administration. Currently the organization has two contracted consultants and no staffing. This start up phase is aimed at building a diverse board, staff and programming that reflects the users of the park. A robust strategic planning process involving all stakeholders began in early 2023; the ED will be instrumental in carrying the resulting plan to completion.

**Responsibilities**

- Strive to increase equity in access, facilities, park maintenance and program offerings
- Oversees all aspects of programming, fundraising and finance operations including a small staff and consultants
- Coordinate with the board chair to build and strengthen the board while keeping members informed and engaged
- Liaise with NYC Parks staff as well as partner organizations

**Requirements**

- Positive energy and excellent communication skills
- Deep appreciation of Marine Park landscapes and visitors
- College degree, Masters preferred, in a related field
- Solid nonprofit experience in all areas including fundraising
- Adept at tracking finances

**Preferred Skills**

- Working knowledge of City government and NYC Parks administration
- Community engagement and development
- Bilingual skills are a plus

**Salary** \$100,000 - \$120,000 depending on experience. This is an at-will position on a one-year term with option to extend, subject to funding. No health benefits at this time.

**To Apply** Send your resume/CV and cover letter to [reachus@marineparkalliance.org](mailto:reachus@marineparkalliance.org). Applications will be accepted until March 31st, 2024. Visit [marineparkalliance.org](http://marineparkalliance.org) for more information on Marine Park Alliance.

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