

## **LEON H. SULLIVAN CHARITABLE TRUST POSITION DESCRIPTION**

**Job Title: Executive Director**

**Job Type: Full Time Exempt**

**Reports To: The Board of Trustees**

The Leon H. Sullivan Charitable Trust (the "Trust") was organized December 1966 as a 501© (3) non-profit corporation, to create economic and community development opportunities. Since its inception, the Trust has executed its mission through inner city residential and commercial developments while creating employment opportunities. The Trust owns and operates the Leon H. Sullivan Human Services Center (a 67,000 square foot office building) at Broad and Master Streets, and Progress Haddington Plaza (a 69,000 square foot urban shopping center) at 56<sup>th</sup> and Vine Streets, both in Philadelphia, PA.

The Executive Director will provide leadership to accomplish established goals and maintain the legacy of Dr. Leon H. Sullivan through the Trust.

The Executive Director is responsible for overseeing the assets, properties, programs, and resources of the Trust. Other key responsibilities include fundraising, marketing, and relationship development. This position reports directly to the Board of Trustees.

### **GENERAL RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR SHALL INCLUDE BUT MAY NOT BE LIMITED TO:**

- 1) Directing** the operation of the Trust in a manner that supports and guides the Mission as defined by the Board of Trustees.
- 2) Managing** the fiscal and physical assets of the Trust with prudence to ensure maximum resource utilization, and maintenance of the organization in a positive financial position. **3) Developing financial resources** sufficient to ensure the financial health of the Trust and the furtherance of its Mission.
- 4) Planning** strategically to ensure that the Trust can successfully fulfill its Mission in the future.
- 5) Communicating** effectively with the Board and its partners, and providing all information, in a timely and accurate manner, necessary for the Board to function properly and to make informed decisions.
- 6) Maintaining** the fiscal integrity of the Trust by submitting a proposed annual budget for Board approval, and monthly financial statements, which accurately reflect the financial condition of the organization, oversight of the annual audit, the day-to-day financial activities and handling the financial aspects of all Trust interests and assets.
- 7) Implementing** programs and projects that carry out the goals and objectives of the Trust.
- 8) Overseeing** and implementing appropriate resources to ensure that the operations of the Trust are appropriate.
- 9) Enhancing** the image of the Trust by being active and visible in the community and by working with other relevant professional, civic, public and private organizations. **10) Hiring and retaining** competent, qualified employees.
- 12) Ensuring** that all notes, contracts, agreements, and other instruments made on behalf of the Trust are legally compliant before presenting for Board approval.
- 13) Overseeing** delegated responsibilities for the property and facilities management of the Trust-owned real-estate properties, and
- 14) Performing** other duties and responsibilities that may be assigned/required by the Board of

Trustees.

**Minimum Professional Qualifications for the Executive Director:**

A bachelor's degree (Master's Degree preferred) in business administration with a minimum of five (5) years of demonstrated success in management, with emphasis on fiscal and physical asset development.

Must provide evidence of academic achievements, and five (5) references to validate professional competencies.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

This position requires a demonstrated knowledge of:

- Budget management, including preparation, analysis, decision making and reporting • Physical asset management
- Organizational development including planning, delegation and task facilitation • Program development and fundraising strategies unique to non-profit organizations • Conveying a vision and engaging necessary support from all spectrums • Transparent and high integrity in leadership
- Written and oral communication skills including public speaking

This position requires the ability to:

- Report to and work closely with the Board of Trustees
- Demonstrate transparency and high integrity in leadership
- Employ and manage a competent and productive staff
- Establish and enforce administrative policies and procedures for Trust • Develop concept papers and grant proposals
- Serve as a spokesperson to the Trust's constituents, the media, and the general public • Establish and maintain relationships with relevant local and national organizations, including other Sullivan entities
- Plan strategically and execute efficiently
- Organize and prepare for Board and committee meetings
- Organize and oversee staff meetings
- Oversee marketing and other communication efforts of the Trust
- Review and recommend contracts for Board approval
- Work a flexible schedule in an office environment and be able to travel • Complete other duties that may be assigned by the Board of Trustees.

**Benefits: Paid Time Off and Medical Benefits Provided Starting Annualized**

**Salary: Negotiable**

**EEO Statement: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, disability status, age, protected veteran status or any other characteristic protected by law.**

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