

## **Job Description**

### **Executive Director for Harold Hunter Foundation (Nonprofit Urban Skateboarding Organization in NYC)**

Organization Overview: The Harold Hunter Foundation is a dynamic nonprofit organization headquartered in New York City, dedicated to enriching the lives of urban youth through the sport of skateboarding. Named after the late skateboarder and actor Harold Hunter, the foundation is committed to fostering personal growth, community engagement, and educational opportunities for young individuals.

Position Overview: The Executive Director will serve as the visionary leader of the Harold Hunter Foundation, responsible for driving the organization's strategic direction, overseeing operations, and advancing its mission. Reporting to the Board of Directors, the Executive Director will lead a team in creating innovative programs, securing resources, and building partnerships to empower urban youth through skateboarding.

#### **Responsibilities:**

- 1. Strategic Leadership:**
  - Develop and execute a strategic plan that aligns with the organization's mission and long-term goals.
  - Provide visionary leadership to ensure the foundation remains at the forefront of youth development through skateboarding.
- 2. Program Development and Management:**
  - Collaborate with the Program Director and team to design and implement impactful skateboarding and educational programs.
  - Ensure that programs are effectively managed, meet objectives, and drive positive outcomes for program participants.
- 3. Fundraising and Resource Development:**
  - Lead fundraising efforts, including grant writing, donor cultivation, corporate partnerships, and special events.
  - Identify and secure resources to support the organization's growth and sustainability.
- 4. Financial Oversight:**
  - Manage the foundation's budget to ensure financial stability and responsible resource allocation.
  - Provide transparent financial reporting to the Board of Directors and stakeholders.
- 5. Team Leadership and Management:**
  - Recruit, mentor, and manage a dedicated team, fostering a collaborative and mission-driven work environment.
  - Empower staff to excel in their roles and contribute to the organization's success.

6. Stakeholder Engagement:

Cultivate and nurture relationships with donors, partners, sponsors, community leaders, and government officials.

Represent the foundation at public events, conferences, and industry gatherings.

7. Board Relations and Governance:

Collaborate with the Board of Directors, keeping them informed of organizational progress, challenges, and opportunities.

Support the board in governance-related matters and facilitate effective board engagement.

8. Advocacy and Awareness:

Raise awareness of the foundation's mission and impact through strategic communications, media relations, and marketing efforts.

Qualifications:

- Bachelor's degree in a relevant field (Nonprofit Management, Business Administration, etc.). Master's degree preferred.
- Minimum of 5 years of progressively responsible leadership experience, preferably within the nonprofit sector or a related industry.
- Demonstrated passion for youth development, skateboarding, and community engagement.
- Strong financial acumen and experience managing budgets.
- Proven track record in fundraising, donor cultivation, and resource development.
- Exceptional communication, interpersonal, and public speaking skills.
- Strategic thinker with the ability to translate vision into actionable plans.
- Experience in building and maintaining collaborative partnerships.
- Familiarity with nonprofit governance and operations.

Compensation:

- Competitive salary in the range of \$75,000 - \$85,000, commensurate with experience.
- Comprehensive benefits package, including health insurance reimbursement and paid time off.

Application Process: Interested candidates are invited to submit a resume, cover letter, and references to [jobs@haroldhunter.org](mailto:jobs@haroldhunter.org) by COB, Friday, Sept 22, 2023. In the cover letter, please share your leadership philosophy, experience in youth development or skateboarding, and your alignment with the mission of the Harold Hunter Foundation.