

An Equal Opportunity Employer

## Executive Director/CEO

The newly founded Hamtramck Parks Conservancy (HPC) is looking for an inaugural Executive Director and CEO. The ideal candidate will be an experienced, detail-oriented, creative and people-focused individual.

### About Hamtramck Parks Conservancy

Under the CEO and Board's leadership, the HPC was created to operate, improve and provide for equitable access to recreational facilities within the City and School District of Hamtramck. The Conservancy seeks to promote the creation, operation and maintenance of green spaces, recreational grounds and facilities for public use and provide health, education and welfare opportunities to the communities served by those spaces. The first initiative is to revitalize Veterans Parks and PlayFair into an outstanding community asset and be fully responsible for the park's operation. The City of Hamtramck and Hamtramck Public Schools – as shared owners of the site – have partnered with key stakeholders, the Detroit City Futbol Club and Friends of Historic Hamtramck Stadium, to develop a detailed plan for the Hamtramck Recreation District.

### A Collective Vision

There is an urgent need for green space and recreational facilities in the City of Hamtramck: it has among the least number of acres of parkland per capita in the United States. Access to parks and nature is key to well-being, yet Hamtramck's lack of resources makes it a challenge to improve park amenities. The HPC will address this challenge with a sustainable operating budget and transformative capital improvements as described in the visionary Hamtramck Recreation District Plan. The Executive Director/CEO will work with the Board of Directors, as leaders of the new Conservancy, to lead the transformation. The new collaborative vision for the Hamtramck Recreation District will accomplish the goals put forward by the community:

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|---|----------------------------|
| (1) Create a Destination;               | (6) Celebrate History;     |
| (2) Build Community;                    | (7) Build Community Pride; |
| (3) Strengthen Hamtramck's Identity;    | (8) Be Accessible;         |
| (4) Establish Financial Sustainability; | (9) Be Long-Lasting        |
| (5) Expand Physical Activity;           |                            |

The new plan creates destinations and activities for everyone, with elements such as park neighborhoods, gathering spaces, children's play areas, sports fields, trails, and gardens. The District includes Keyworth Stadium, where the DCFC soccer team now plays, the Historic Hamtramck Stadium, which was once home to the Negro National League Detroit Stars and is one of five remaining Negro League stadiums in the nation. The plan builds the future of the Recreation District around the site's rich and layered history, the importance of long-term financial sustainability, and the needs of Hamtramck's diverse community. The transformation of the district over time will enrich the lives of all those who visit and use the park spaces and will enhance the identity of Hamtramck as a place that honors history and values equity, diversity, family, physical activity, and leisure.

### The Opportunity

The HPC is at an exciting moment in our history as we seek a founding Executive Director/CEO. This new organization seeks to become vibrant and dynamic and is looking for a creative and entrepreneurial leader who will provide the strategic vision, oversight, and leadership to drive the organization to the next level of impact.

The Executive Director (ED) will be a critical thinker and problem solver capable of moving HPC towards a long-term vision by creating innovative strategies and leading through the organization's start-up period. In addition, the ED will bring a highly focused racial and social justice lens and will be a champion of and exhibit an abiding passion and commitment to diversity, equity, and inclusion values and to the role that public space can play in creating healthy, safe and dynamic outcomes in the community. The ED will have a demonstrated track record in advancing these values both internally within the organization, as well as externally in the larger community. The ED will also support, sustain, and grow a collaborative work environment that attracts and retains a motivated, diverse, and mission-driven staff and board.

## **Candidate Profile**

While no one candidate will possess every quality outlined for this position, the successful candidate will bring many of the following professional qualifications and personal attributes:

### **Strategic Vision & Leadership**

- Cultivate a strong working relationship with key stakeholders including, but not limited to the HPC Board, Wilson Foundation, MLB, Wayne County, Tigers, Ilitch Group, Friends of Historic Hamtramck, DCFC, City of Hamtramck and Hamtramck Public Schools
- Shape a unifying strategy to support all activities within HPC
- Demonstrated ability to be a strategic leader and articulate a vision for the organization
- Ability to set priorities decisively, delegate responsibilities, assure accountability and allocate resources to ensure results
- Ideally will bring experience in a public garden, museum, conservation or similar nonprofit organization

### **Organizational Leadership**

- Demonstrated success in team leadership, with a successful track record of recruiting, inspiring, and retaining a diverse, mission-driven team
- Apply a focus on thoughtful and intentional organizational development with a commitment to professional growth for team members at all levels
- Dedication to building a workplace centered in equity and fairness, with demonstrated appreciation for driving conversations around race, class, gender, and other aspects of identity
- Success managing a highly accomplished and successful staff with focus on collaborative leadership and strong racial justice, gender justice, and social equity lenses

### **Operations and Financial Acumen**

- Bring strong experience with strategic financial oversight and a comprehensive record of overseeing various functions of an organization
- Steward and engage the HPC Board around the work of the organization
- Responsible for the fiscal integrity of the HPC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Overseeing all financial, operational, and administrative functions, including grant oversight, working in consultation and partnership with the HPC board and partners

- Proven project management skills with the ability to set priorities decisively, delegate responsibilities, assure accountability and allocate resources to ensure results
- Assist HPC Board management, including attending board meetings, note taking and distribution, pre-meeting agenda development with board chair, meeting scheduling and board communication

### **Strong External Ambassador**

- Will serve as an external ambassador with media, donors, partner organizations, and other important constituents and representing the HPC's values to the community
- Experience building and managing alliances and coalitions that deliver results
- Oversee fundraising and other revenue-generating strategies, including support from individual donors, foundations, governments, and corporations to consistently support current and new initiatives
- Demonstrated success in developing and executing revenue-generating and fundraising strategies in support of an organization's mission
- Bring an entrepreneurial approach to revenue generation and an understanding of nonprofit finance, grantmaking, and various revenue streams

As an organization operating in Michigan's most diverse community, we actively encourage individuals who are underrepresented on the basis of race, ethnicity, income, and sexual orientation, as well as those who share the life experiences of the members we serve, to apply.

### **Education & Experience**

- Master's degree or equivalent and substantial experience in development projects, community engagement, non-profit management, public administration or related fields
- Advanced knowledge and expertise related to fundraising, grant writing and management, strategic planning, networking and other related activities
- Previous work experience in administration of parks and recreation facilities or public gardens preferred. Experience in administration of historical properties/cultural institutions or other non-profit organizations would also be considered
- Experience in municipal government preferred

### **Compensation**

\$85,000 – \$100,000 dependent on qualifications.

### **Application Process**

Please send cover letter and resume to [hr@hamtramckcity.com](mailto:hr@hamtramckcity.com) or mail to:

Human Resources  
City of Hamtramck  
3401 Evaline Street  
Hamtramck, MI 48212

*The Hamtramck Parks Conservancy is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck Human Resource office in writing of the need for accommodation.*