**THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION  
invites applications for the position of:   
Park Foundation / Term Contract Department Program Manager**

**(Working Title: Executive Director)**

**Montgomery County Department of Parks**

**(Position #13526, Grade EJ/32)  
An Equal Opportunity Employer**

**Location:** Silver Spring, Maryland

**Salary Range:** $77,991 - $133,379

**Posting:** Open Until Filled

The Montgomery Parks Foundation is seeking an experienced nonprofit leader as Executive Director of the Foundation, a 501(c)(3) organization that advocates for and raises funds to enhance the quality of Montgomery County, Maryland parks. The Executive Director reports to a volunteer citizen board of trustees, supervises a small staff, and maintains a close, supportive relationship with the Department of Parks and the Montgomery County Planning Board of the Maryland-National Capital Parks and Planning Commission (M-NCPPC), six-time National Recreation and Parks Association Gold Medal Award Winner. The successful candidate will have a bachelor’s degree, strong oral and written communication skills, at least six years of experience with increasing responsibilities in management of nonprofit organizations, a demonstrated record of successful fundraising and financial management, and a reputation for integrity and ethical and transparent relationships with colleagues, staff, board members, and donors. CFRE (preferred) or other evidence of fund-raising competence should be provided. Because the position requires frequent meetings and travel throughout the county an intimate knowledge of its park system is critical to the success of the Executive Director. Compensation will be based on qualifications. Annual base salary range is $77,991 - $133,379. Benefit package summary includes Deferred Compensation IRC 457 plan (ICMA) /Traditional and Roth IRAs, Health Insurance Plans, Flexible Spending Accounts, and Leave Programs.

Applicants are advised to familiarize themselves with the Foundation and Montgomery Parks websites:[www.montgomeryparksfoundation.org/MontgomeryParks](http://www.montgomeryparksfoundation.org/MontgomeryParks) and <https://www.montgomeryparks.org/> M-NCPPC and the Foundation are equal opportunity employers.

A letter of interest, curriculum vitae, and three references with personal knowledge of professional performance, should be emailed to the search committee MCP-ParksCareers@montgomeryparks.org with “MPF Executive Director Search” on the subject line. Applications will be accepted until the position has been filled.

**Examples of Important Duties:**

**Management/Staff Supervision**

* Plan, coordinate and supervise administrative functions for the Montgomery Parks Foundation.

• Supervise four professional staff, including personnel actions; training and development; counseling and discipline; observance of Foundation policies and procedures; and performance evaluation.

* Maintain a close working relationship with the Montgomery County Director of Parks and the Montgomery Parks Foundation Board of Trustees.

**Communications Management**

* Work parks department managers, interagency teams, and Friend’s Groups to identify funding opportunities and resolve problems.
* Develop and administer the Advocacy Program, engaging Montgomery County residents to support the Parks Department budget and Mission.
* Prepare reports and makes presentations.

**Financial Management (Budgeting, Accounting, Financial Analysis)**

• Administer the Foundation’s budget.

* Manage the foundation’s fundraising programs and capital campaigns, corporate sponsorships, tributes, annual giving programs, grants and membership drives.

• Administer contracts and disbursements.

* Prepare and present project descriptions, strategic plans for fund development programs.

**Community Relations**

* Coordinate and present foundation and committee agendas.
* Foster and maintain effective relationships with board members, donors, stakeholders, volunteers, Commission staff, community leaders, government agencies, elected officials and government agencies.
* Manage Foundation publications, media relations, and marketing activities.
* Build and maintain collaborative working relationships with a wide variety of internal and external stakeholders.

**Minimum Qualifications (MQs):**

1. Bachelor's Degree in Human Resource Management, Finance, Business Administration, Public Administration or any related field.

2. Six (6) years of progressively responsible experience that includes substantive work in the range of duties and responsibilities in this class specification.

3. An equivalent combination of education and experience may be substituted, which together total 10 years.

**Working Conditions:**

Works in an office setting; may work, outdoors briefly on an incidental basis. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and light deadlines.